

## **General Retention Schedule #18 Fire/Ambulance Departments**

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created.

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Records cannot be destroyed unless they're listed on an approved Retention and Disposal Schedule. Retention and Disposal Schedules are not authorized until the Records Management Services, the State Archives of Michigan and the State Administrative Board approve them. There are two types of schedules that local government agencies may use alone or in conjunction with each other:

A "**general schedule**" will cover records that are common to a particular type of government agency. General schedules may not address every single record that a particular agency may have in its possession. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a minimum retention period for them.

Any record that is not covered by a general schedule must be listed on an "**agency specific schedule**" that will address records that are unique to a particular government agency. Items listed on agency-specific schedules always supersede items listed on general schedules. Agency-specific schedules only address the specific records of the agency named on the schedule, and may not be used by another agency.

A scenario of where a government agency may want to use a combination of schedules would be to adopt General Schedule # 18 for Fire/Ambulance Departments while also adopting General Schedule # 1 – Non Record Material. Then if the government agency still has a specific record series that is not covered on these schedules they would submit an agency specific schedule for that particular record series. Once the agency specific schedule was authorized by the state, the local government agency could utilize all three schedules in conjunction with each other to meet their destruction needs. This would allow a local government agency to have a comprehensive retention and disposal schedule in place with minimal effort on their part.

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule may or may not specify the format that the record may exist in because each government agency that adopts this schedule may choose to retain its records using different formats.

Government agencies are responsible for ensuring that their records are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws. Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act. Please consult with your attorney or Records Management Services if you need additional information.

**State of Michigan**  
**Department of History, Arts and Libraries - Records Management**  
**Records Retention and Disposal Schedule**

DeptCode      DeptName  
 /GS18/      *Fire/Ambulance Departments*

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
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18.001 -	<u>Alarm Billings</u>	CR+2	03/06/2007
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These records document the billing for alarms and/or false alarms that the department responded to. They may or may not include billings, statements, incident numbers, address, and/or receipts.

18.002 -	<u>Annual Reports</u>	PERM	03/06/2007
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This is a copy of the annual report submitted each year to document what activities and events have taken place. It may or may not include statistical information regarding number of runs, type of incidents, financial statements, training attended or held and other various department activities.

18.003 -	<u>Apparatus/Vehicle Inspections</u>	ACT	03/06/2007
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These records document the monthly inspections and/or repairs of equipment as required by R408.17461, Part 74 of the General Industry Safety Standards. Information gathered documents the date, findings, who performed inspection, etc.. These records shall be maintained for the life of the apparatus. ACT = Life of Equipment

ACT = Active	CR = Creation	EXP = Expiration	FY = Fiscal Year
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18.004 - Budget Information      CR+6      03/06/2007

These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, vehicle and equipment needs/assessments.

18.005 - Building Inspection Reports/Files - Construction      ACT+10      03/06/2007

These records document inspections associated with construction/remodeling of residential, commercial or industrial properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business

18.006 - Building Occupancy Inspection Reports/Files      ACT+10      03/06/2007

These records document inspections performed pursuant to M.C.L. 29.8 or P.A. 207 of 1941 for occupied buildings, places of assemblage and properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence. ACT = Life of Structure/Business

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18.007 -	<u>Burning Permits (Recreational)</u>	CR+1	03/06/2007
	<p>These records document permits issued to residents to burn leaves, brush, etc.. and may include permits for fireworks and/or barbeque pits. They typically have an expiration date or specific time period to utilize the permit.</p>		
18.008 -	<u>Carbon Monoxide Inspection/Checklist</u>	CR+1	03/06/2007
	<p>These records document carbon monoxide inspections performed for citizens homes.</p>		
18.009 -	<u>Computer Aided Dispatch (C.A.D.) Log</u>	CR+2	03/06/2007
	<p>These computer log reports are printed from the C.A.D. system by the Central Dispatch Department. They document any/all calls that the department was sent or dispatched on. These may or may not include reports sorted by location (ALI) or incoming number (ANI). The report summarizes the type of call, who responded, incident number generated, date and time. They are used to support incident reports and various activities. These may need to be retained for a longer period of time if used as an index for retrieving incident reports. But, should not be retained any longer than the 10 years needed for that purpose.</p>		
18.010 -	<u>Committee Records</u>	CR+2	03/06/2007
	<p>These documents are from the various internal committees associated with the department, such as the Awards Committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.</p>		

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18.011 -      Complaints - Citizens      CR+2      03/06/2007

These records document any complaints filed by citizens against department personnel. They document what action, if any, was taken.

18.012 -      Contracts      EXP+6      03/06/2007

These contracts document an agreement between the agency and anyone else. Note: These are not Mutual Aid Agreements. They may be contracts used for services such as medical examiners, doctors, medical personnel, police services, fire services, ambulance services, students, union labor, training and vendors. EXP = Date contract expires

18.013 -      Controlled Burn Release Agreements      CR+10      03/06/2007

These records document agreements made between the department and the property owners allowing them to do a controlled burn. These are typically older structures and used primarily for training.

18.014 -      Correspondence - General      CR+2      03/06/2007

This is general correspondence received from, and associated with, outside groups and/or organizations, and various staff members within the department. This correspondence is typically arranged chronologically or by correspondent name.

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.015 -	<u>Daily Activity Logs (Journals)</u>	CR+3	03/06/2007
	These records document the daily activities of the department or it's staff		
18.016 -	<u>Daily Work Schedules</u>	CR+1	03/06/2007
	These records document the work schedule showing who is on duty when.		
18.017 -	<u>Discovery Orders</u>	CR+1	03/06/2007
	These are copies of discovery orders submitted by attorneys for information related to incidents.		
18.018 -	<u>Dispatch Activity Log</u>	CR+10	03/06/2007
	These records are logs of all radio and telephone transmissions received or transmitted from dispatch and are used to document communications that occurred during a call.		
18.019 -	<u>Dispatch Recordings</u>	CR+0/1	03/06/2007
	These records document the actual communications made through dispatch. The format may be electronic or audio. Typically these are rotated every 30 days and rerecorded over. Recordings of major events may be pulled from the rotation and used for litigation, training, etc..		

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18.020 - Driving Logs      CR+1      03/06/2007

These records document time spent driving department vehicles by department personnel and are used for driver certification.

18.021 - Educational Programs - Schools, Community, Etc.      ACT      03/06/2007

These records document activities where department personnel go into organizations and discuss fire safety and/or fire prevention. ACT = While Relevant

18.022 - Equipment Inspections - Portable      CR+3      03/06/2007

These records document equipment inspections and test performed on various equipment as required by the General Industry Safety Standard, Part 74, Fire Fighting. Examples include ladders, hoses, pumps, air tanks, generators, lights, rescue equipment, etc. The Insurance Services Offices and other various organizations often use these for rating fire departments.

18.023 - Equipment Inventory      SUP      03/06/2007

These records document what equipment is assigned to the department. These may or may not include equipment inventories by vehicle or unit. These are updated as equipment is added, replaced or disposed of.

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.024 -	<u>Equipment Operator Log</u>	CR+1	03/06/2007
	<p>These logs document who operated what equipment and when. These may or may not be filled out daily or when the piece of equipment is actually used.</p>		
18.025 -	<u>False Alarm Reports</u>	CR+2	03/06/2007
	<p>These records document false alarms that the department was dispatched on.</p>		
18.026 -	<u>Field Training Observations (FTO)</u>	EVT+2	03/06/2007
	<p>These records are completed during a new employee's training period. They document their performance, and areas needing improvement during their probation period after being hired. They may include copies of daily reports, daily observations, weekly summaries, incidents reports etc. EVT = When the probation period ends.</p>		
18.027 -	<u>Fire Drill Reports</u>	CR+3	03/06/2007
	<p>These records document fire drills performed by various businesses, schools and public buildings as required by M.C.L. 29.19 of P.A. 207 of 1941 and are used to show the dates times and durations of these drills.</p>		

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18.028 - Firefighter (S.C.B.A.) Fit Test      ACT      03/06/2007

These records document the qualitative and quantitative fit test for the Self Contained Breathing Apparatus (S.C.B.A.) performed for each firefighter as required by 29 CFR 1910.134(m) and by the Occupational Health Standard, Part 451, Respiratory Protection. ACT = While employed by the department.

18.029 - Fire Station House Inspections      CR+3      03/06/2007

These records document inspections performed on the Fire Station and may or may not included inspections on equipment fixed to the station such as fire extinguishers, sprinklers, etc..

18.030 - Fire Station Licensure Files      ACT      03/06/2007

These records document the inspections performed by the state and support the actual licensing of the fire department. ACT = While station is active

18.031 - Freedom of Information Act (FOIA) Requests      CR+1      03/06/2007

This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.

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18.032 -      Grant Records      ACT+7      03/06/2007

These records may contain the application, financial reports, progress reports and final reports for grants received. The grants may include, but are not limited to training grants, equipment grants, federal grants, matching grants, etc. ACT = Until grant is closed out by grantor.

18.033 -      Grievance Files      CR+7      03/06/2007

These are copies of grievances filed against union contracts.

18.034 -      Historical Records      ACT      03/06/2007

These records document the departments' history and are used primarily as reference material. They are typically "pulled" from the record series after it has met its' retention period and is transferred into this category. The department determines what is "Historical" to them. Examples may include but are not limited to photos, newspaper clippings, documents of historical importance, etc.. ACT = While of reference value to the department. Please contact the Archives of Michigan prior to disposing of these records.

18.035 -      Hydrant Repair/Inspections      CR+3      03/06/2007

These records document the locations and/or inspections performed on fire hydrants.

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18.036 -	<u>Incident/Run Reports (Ambulance/EMS/Fire)</u>	CR+10	03/06/2007
	<p>These records document incidents that required personnel to be dispatched to an event. They may or may not include names of individuals involved, number of individuals involved, locations, time, date, responders, care provide, etc. and are required by M.C.L. 29.4 of P.A. 207 of 1941.</p>		
18.037 -	<u>Investigative Reports (Open) - Non-Criminal</u>	CR+3	03/06/2007
	<p>These records document any open investigations regarding fires that have been unsolved and classified as Non-Criminal.</p>		
18.038 -	<u>Investigative Reports (Open) - Misdemeanor</u>	CR+7	03/06/2007
	<p>These records document any open investigations regarding fires that have been unsolved and classified as a Misdemeanor.</p>		
18.039 -	<u>Investigative Reports (Open) - Felony</u>	CR+20	03/06/2007
	<p>These records document any open investigations regarding fires that have been unsolved and classified as a Felony.</p>		
18.040 -	<u>Investigative Reports (Open) - Homicide</u>	PERM	03/06/2007
	<p>These records document any open investigations regarding fires that have been unsolved involving a homicide.</p>		

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18.041 -	<u>Invoices - Original</u>	CR+6	03/06/2007
	These records document invoices that are generated by the department for contract services, overtime, licenses, etc..		
18.042 -	<u>Job Applications-Not Interviewed/Not Hired</u>	CR+1	03/06/2007
	These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents.		
18.043 -	<u>Job Applications-Interviewed/Not Hired</u>	CR+2	03/06/2007
	These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.		
18.044 -	<u>Job Descriptions</u>	SUP	03/06/2007
	These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications.		
18.045 -	<u>Key/Knox Box Records</u>	SUP	03/06/2007
	These records document the locations of keys or security systems within buildings and structures.		

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18.046 -      Litigation Files      ACT+10      03/06/2007

These files document any litigation that the department or personnel are involved in. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc. ACT = until case is closed.

18.047 -      Material Safety Data Sheets (M.S.D.S.)      ACT      03/06/2007

The records document information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as required by 29 CFR 1910.1200 and the General Industry Safety and Occupational Health Standard, Part 92, Hazard Communication. ACT = While material is in use or stored on property.

18.048 -      Medical/Exposure Records      ACT+30      03/06/2007

These records are required by M.C.L. 408.1061 of P.A. 154 of 1974 and document work related incidents of exposure to toxic substances, blood borne pathogens or harmful physical agents. R325.3457 and R325.3456 of the Occupational Health Standard, Part 470, Employee Medical Records and Trade Secrets, require that these records be retained for 30 years as does 29 CFR 1910.1020(d). ACT = Duration of employment

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**18.049 - Medical Consent Forms**      **CR+2**      **03/06/2007**

These forms are used to document what medical services were provided and/or refused by individuals. They typically include the persons name, dispatch #, address, etc. and are used to document the individuals choice to refuse/accept transport and/or medical services.

**18.050 - Meeting Minutes**      **CR+10**      **03/06/2007**

These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, tasks force, or other legislatively mandated decision making bodies). These records include original (sometimes signed) meeting minutes, agendas, audio/visual recordings, and other supporting documentation. M.C.L. 38.509 of P.A. 78 of 1935 requires these to be maintained for minimum of 10 years.

**18.051 - MIOSHA Logs**      **CR+5**      **03/06/2007**

These records document occupational injuries and illnesses. They may or may not include MIOSHA 300, 300-A or MIOSHA 301 forms. R408.22133 of the MIOSHA Safety & Health Standard, Part 11, Recording and Reporting of occupational Injuries and Illnesses, requires that these be retained for a period of 5 years following the end of the calendar year that these records cover.

**18.052 - Monthly Reports**      **CR+7**      **03/06/2007**

These records document activities that occurred. These may or may not include summaries, statistics, # of runs, injuries, etc.

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18.053 -      Mutual Aid Agreements      ACT+10      03/06/2007

These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency. ACT = While the agreement is in place.

18.054 -      Outside Employment Form      ACT      03/06/2007

This is a form completed by employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest. ACT = While employed by the 2nd party.

18.055 -      Overtime Equalization Records      CR+2      03/06/2007

These records document overtime used/submitted by employees. It is used to resolve any immediate issues with pay.

18.056 -      Pass Tag      SUP      03/06/2007

These records document the firefighter name, address, doctors, phone numbers, and other basic contact information. These are typically worn by the firefighter and used in case the firefighter goes down and needs to be identified.

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18.057 -	<u>Payroll Timesheets</u>	CR+5	03/06/2007
	These are typically copies of timesheets that are completed and forwarded to the payroll office.		
18.058 -	<u>Personal Equipment Records</u>	ACT	03/06/2007
	These records document inspections performed on the employee's protective clothing/equipment and document the condition and/or any repairs completed. ACT = While in use		
18.059 -	<u>Personnel Information Records</u>	SUP	03/06/2007
	These records are used as a reference tool for identifying employee badge number, FOIA number, phone number, address, seniority, hire date, termination date, birthdays, etc. and are used primarily as a reference type record.		
18.060 -	<u>Personnel Files</u>	ACT+7	03/06/2007
	These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and maintain current contact information. They may include applications, awards, evaluations, training certificates, personal change forms, second job notifications, grievances, fingerprint cards, photo, ID cards, skills check list, professional qualifications, etc. ACT = While employed by the department.		

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18.061 -	<u>Photographs</u>	ACT	03/06/2007
	<p>These are photographs of incidents, including crime scenes, accidents, evidence, fire investigations, etc. and are typically maintained in the incident file until the retention period has been met. This record series allows departments to withdraw photos after the retention period for the records series has been met. The photos may then be used for training or documenting historical incidents for future reference. ACT = While relevant to the department</p>		
18.062 -	<u>Policy/Procedure Manuals</u>	SUP	03/06/2007
	<p>These records document internal policies and orders issued by the Chief or department. They may also contain official bulletins that are used to convey information to the administrative staff, officers and volunteers.</p>		
18.063 -	<u>Position Interview Questions</u>	SUP	03/06/2007
	<p>These documents contain a list of questions associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates. SUP = Until questions are superseded.</p>		
18.064 -	<u>Pre-Fire Surveys</u>	SUP	03/06/2007
	<p>These records document emergency plans for responding to locations within the call area. They may contain information regarding routes, locations of hydrants, etc. These may be included in the SARA III records if hazardous material exists.</p>		

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18.065 -	<u>Promotional Results</u>	ACT	03/06/2007
	These records contain information associated with test scores, test sheets order of ranking, results of offsite testing, etc. ACT = While test are active		
18.066 -	<u>Public/Community Activity Schedules</u>	CR+1	03/06/2007
	These records document social events held within the community that th department may be involved with such as dances, festivals, etc.		
18.067 -	<u>Purchasing Records</u>	CR+6	03/06/2007
	These records are documents that support purchases made by the department.		
18.068 -	<u>Records Management Database System - NFIRS/MFIRS</u>	CR+25	03/06/2007
	These systems are often used to track information associated with incidents and document the information required to be submitted to the National Fire Incident Reporting System (NFRIS). These databases are typically designed with various modules that track the details associated with each call that the department is dispatched on. The retention period reflects the need to migrate the data from one system to the next.		

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18.069 -      Reference Files      ACT      03/06/2007

These records/books are documents used as reference material. They may include but are not limited to manuals, catalogs, brochures, etc. ACT = while relevant.

18.070 -      Ride Along Waiver      CR+1      03/06/2007

This is a waiver of liability signed by a citizen who rides with the department. It is used to document the date and the name of the person who participated.

18.071 -      SARA III/Fire Fighter Right-to-Know Records      ACT      03/06/2007

These records document hazardous materials used in businesses as required by the Superfund Amendments and Reauthorization Act (SARA) of 1986, the Bureau of Fire Services and M.C.L. 408.1014(i) of P.A. 154 of 1974. These may or may not include MSDS sheets, action plans, inventories, building layouts or diagrams, etc. ACT = While in use.

18.072 -      Siren Test      CR+3      03/06/2007

These document the test performed on the public warning sirens that are used to alert the community of danger.

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
18.073 -	<u>Subpoenas</u>	CR+1	03/06/2007
	These are copies of subpoenas received to appear in court or requesting for information.		
18.074 -	<u>Tickets/Citations</u>	CR+2	03/06/2007
	These are copies of the tickets issued for fire lane violations, minor fire code violations, etc..		
18.075 -	<u>Time/Attendance Records</u>	CR+5	03/06/2007
	These document the time attendance of firefighters and may or may not include roll call logs, time sheets, etc..		
18.076 -	<u>Tornado Watch/Warning Records</u>	CR+3	03/06/2007
	These records document the dates and times that tornado watch/warning are issued by the National Weather Service and show who responded and/or participated in the watch/warning.		
18.077 -	<u>Training Bulletins/Schedules</u>	CR+3	03/06/2007
	These are internal bulletins required by the General Industry Safety Standard, Part 74, Fire Fighting, that are used to notify a department or staff that they are scheduled for upcoming training.		

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**18.078 -      Training Courses - Administrative      CR+3      03/06/2007**

These records document the courses regarding blood borne pathogens offered through the department as required by the Occupational Health Standard, Part 554, Bloodborne Infectious Diseases and 29 CFR 1910.1030(h)(2)(j). The CFR requires that the dates, content, names and qualifications of instructors, names and titles of those attending be collected.

**18.079 -      Training Files - Firefighter      ACT+7      03/06/2007**

These records are used to document what training staff has received. They may contain medical/biological hazard training, training schedules certificates, course descriptions and receipts. ACT = While employed by the department.

**18.080 -      Training Fund      CR+6      03/06/2007**

These records document money available and spent from the training fund.

**18.081 -      Vehicle Accident Report      ACT      03/06/2007**

These records document accidents any department vehicles are involved in. These may or may not include accident reports, parties involved, damage reports, repairs, etc. ACT = While vehicle is active.

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18.082 -	<u>Video Tapes</u>	CR+0/1	03/06/2007

These video tapes are used in vehicles or during incidents. The tapes are typically cleared and reused on a regular basis. Recordings of major events may be pulled from the rotation and used for litigation, training, etc. Tapes that involve incidents that may go to court are not erased until the action or investigation is resolved.