



# POLICY MANUAL

## Daily Operations - Reports Record Retention Schedule

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Book Chapter Subject

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7.0 Purpose: This Guideline is Written in Order to Establish a Standard Time Period for the Retention of Certain, Specific Fire Department Records.

7.01 Scope: All Fire Department Personnel.

### 7.02 POLICY

Any record that is not included on this list is considered to be routine in nature and retention of such may not be important. Such records may be destroyed with the permission of the Fire Chief

### 7.03 SCHEDULE

<u>Record</u>	<u>Retention Period</u>
Fire Station Daily Journal	Permanent Retention
Fireworks Permit to See at Retail	2 years
Uniform Fire Code Permit - Expired	2 years
Training Records	5 years
Complaint Form/Report	2 years
Abatement Notices - Contractor Cleaned	5 years
Release of Property - Training Burns	2 years
Incident Reports	Permanent Retention

### 7.04 PERSONNEL RECORDS

*Personnel Records - Active Personnel (including medical)	Retain During Active Status
*Personnel Records - Inactive Personnel (including medical)	2 years following termination - then transfer to Personnel Office
*(Located at Personnel Office)	

Medical records of active and inactive personnel must be retained for thirty (30) years.