I. PURPOSE

Develop a policy consistent with 2 C.F.R. §200.333 entitled "Retention Requirements for Records" and R.I.G.L. 38 1-3 entitled "Public Records" for the preservation and proper disposal of public records related the North Kingstown Fire Department.

II. POLICY

Federal Record Retention Policy [SAFER, AFG, etc.] [2 C.F.R. §200.333]

At a minimum:

Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award shall be retained for a period of three (3) years from the date of submission of the final expenditure report.

Records, supporting documents, statistical records, and all other non-Federal records pertinent to a Federal award that is renewed quarterly or annually must be retained for a period of three (3) years from the date of submission of the quarterly or annual report.

Exceptions from above minimum requirements:

- If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
- When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
- Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.
- When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.
- Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.
- Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals,

cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

- If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.
- If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

RI Record Retention Policy [R.I.G.L. 38 1-3]

See Attached Records Retention Schedule:

Office of the Secretary of State
Rhode Island State Archives & Public Records Administration Rhode Island Local Government Records Program
337 Westminster Street
Providence, Rhode Island 02903

Updated Sept. 2013

Definitions:

"Public record" or "public records" shall mean all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, or other material regardless of physical form or characteristics made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency.

RECORDS RETENTION SCHEDULE

LG9

Fire Department Records

May 1997
(Reissued May 2004)
(Reissued March 2008)
(Reissued September 2013)

Office of the Secretary of State
Rhode Island State Archives & Public Records Administration
Rhode Island Local Government Records Program
337 Westminster Street
Providence, Rhode Island 02903

Records Retention Schedule LG9
Fire Department Records

This Records Retention Schedule has been developed by the Rhode Island Local Government Records Program of the State Archives in an effort to assist government officials in the proper management of public records.

The schedule consists of forty-two (42) separate sets of records, or series, recognized as those records generated by municipal fire departments. Included in each entry is a series number, records series title and description, and a retention period. For example,

Series No.	Series Title & Description	Retention Period
LG9.2.7	**Day Sheets** Summary of daily activities. May include personnel, assignments, drills, inspections, testing, fire and rescue responses.	**Retain five (5) years.**

The retention periods set forth in this document are minimum periods and are the result of analysis on the part of the State Archives concerning the legal, fiscal, administrative, and historical value of the records. Because many retention periods are based on state and federal statute and regulation, updates to this schedule may be issued to incorporate any changes.

Proper procedures for the destruction of public records must be adhered to. Records that are eligible for destruction can only be legally destroyed with an approved "Certificate of Records Destruction" (§38-1-10, §38-3-6 (j), and §42-8.1-10). A Certification of Records Destruction form and instructions are included with this schedule. State Archives staff members are always available to answer questions you might have regarding any records issues.

Local government officials should also consult with the municipal solicitor to determine if any records eligible for destruction may be involved in current, pending or anticipated litigation, any government investigation or regulatory proceeding, or request under the Access to Public Records Act (RIGL §38-2).

Office of the Secretary of State
Rhode Island State Archives and Public Records Administration
Rhode Island Local Government Records Program
337 Westminster Street
Providence, Rhode Island 02903
401-222-2353

State of Rhode Island and Providence Plantations
Rhode Island State Archives & Public Records Administration

CERTIFICATION OF RECORDS DESTRUCTION

1. Department			
2. Division		3. Date	
In accordance with the Authority granted by Title 38 of the Rhode Island General Laws these records have met the legal retention requirements and are eligible for destruction.			
4. Record Series Number (from schedule)	5. Record Series Title	6. Dates to/from	7. Volume
8. I certify that I have reviewed the above listed records and authorize their destruction. Dept. Head or Records Custodian _____ State Archivist & Public Records Administrator _____			

Signed and executed Certificate is a permanent record. (§42-8.1-10)

Form RI/PRA 003 (Rev. 5/99) May be reproduced locally

Certification of Records Destruction

Instructions for completing the form. Numbers below correspond with blocks on the Certification of Records Destruction form, a copy of which is provided on the previous page. The form may be reproduced.

1. Department - means any state or local government entity. Include the name of your city or town.

2. Division - means any sub-unit of any department.

3. Date - the date your department prepared the form.

4. Record Series Number - enter the exact series number. Each series listed on retention schedules has a unique identifying number. Series numbers are preceded by the letters LG on municipal schedules and on General Schedules by the letters GS.

5. Record Series Title - enter the exact record series title, as listed on the retention schedule. Each series title should correspond to the one cited in the schedule. If your department uses different titles than those found in the schedules, you may want to add the local title in square brackets [ ] under each entry on the form.
Note: Using the precise record series number and title will expedite the approval process.

6. Dates to/from - enter the earliest and latest dates covered by the records proposed for destruction. In most cases just the year will suffice.
Note: For purposes of calculating retention, do not count the year in which the records were created. If the retention period of a particular series is qualified by wording such as "audit plus one year" or "three years after expiration," the date of the completed audit or the year of expiration needs to be also noted.

7. Volume - enter the volume of records to be destroyed. Volume is most easily measured by the number of inches or linear feet of records, although cubic foot measurements give a more accurate figure. A table of volumes and a cubic foot equivalency formula are provided below.

8. Department Head or Records Custodian - signature of the local official authorized to request records destruction.

Send the completed form to the Rhode Island State Archives. The Certificate will be reviewed, countersigned by the State Archivist/Public Records Administrator, and then returned. Upon receipt the records may legally be destroyed. The signed and executed Certification of Records Destruction must be retained as a permanent record under RIGL §42-8.1-10.

Table of Volumes

standard records storage box (15" x 12" x 10")	1.2 cubic foot
letter size file drawer	1.5 cubic feet
legal size file drawer	2 cubic feet
lateral file drawer	2.5 cubic feet

Cubic Foot Equivalency Formula

$$\frac{L \times W \times H \text{ (inches)}}{1728} = \text{cubic feet/unit}$$

Fire Department

Record Series No.	Record Series Title and Description	Retention
LG9.1	**Fire Prevention**	
LG9.1.1	**Street Files/Building Information Files** Ongoing reference record of fire department activity for individual street addresses or buildings. May include inspection reports and certificates, petitions for variances, investigation records, memos, photographs, plans, copies of reports, or other documentation.	Retain for life of building or until occupancy classification legally changed. Purge obsolete records and records of no further administrative value after three (3) years.
LG9.1.2	**Inspection/Compliance Files** Ongoing files relating to individual schools, apartment buildings, office buildings, nursing or group homes, and rooming houses relative to fire prevention, inspection, and compliance as defined by the Fire Safety Code. May include certificates of inspection and reports, Department of Education fire drill code reports, surveys, Board of Appeal and Fire Safety decisions, applications for variances.	Retain during functional life of building. Destroy drill reports after three (3) years.
LG9.1.3	**Inspections and Certifications** Records of inspection, release, and approval by fire department for requirements such as Certificates of Occupancy, residential fire detection (smoke detectors) certification for transfer of title, and other Fire Safety Code regulations or municipal ordinances.	Retain for life of building or until occupancy classification legally changed. Purge obsolete records and records of no further administrative value after three (3) years.
LG9.1.4	**Alarm Systems Files** Inspection and testing records for individual alarm systems. May include systems testing and certification documentation, inspection records, service contracts and reports, permits, diagrams, site information, emergency contact lists, and correspondence.	Retain systems documentation during functional life of system. Retain other records until obsolete or of no administrative value.

Fire Department

Record Series No.	Record Series Title and Description	Retention
LG9.1.5	**Permits/Licenses Issued** Applications and copy permits issued by local fire authority. May include permits relating to fireworks, storage and handling of flammable liquids or hazardous substances, model rocket engines, or the selling of fire detection equipment.	Retain three (3) years after expiration.
LG9.1.6	**Permits/Licenses Notification** Notification from State Fire Marshall or other licensing authority to municipal fire department that permit has been issued. May include copies of applications and permits relating to the possession, manufacturing, dealing, or use of explosives, permits for servicing of portable fire extinguishers, asbestos removal, fumigation. May also include copy license applications for permits issued by other municipal departments which require release by fire department.	Retain one (1) year.
LG9.1.7	**Violation/Complaint Files** Notification record of violations and complaints relating to the Fire Safety Code. May include time, name, address, location of violation/complaint, complaint summaries, investigation reports, disposition, and departmental follow-ups. **Note:** Series may form part of: LG9.1.1 Street/Building Information Files, LG9.1.2 Inspection/Compliance Files, <u>or</u> LG9.1.3 Inspections and Certifications.	Retain three (3) years after resolution.
LG9.1.8	**Plans** Building plans used for inspection and approval process. Details fire detection specifications or other Fire Safety Code compliance requirements.	Retain until Certificate of Occupancy issued and plans are of no further administrative value.

Fire Department

Record Series No.	Record Series Title and Description	Retention
LG9.1.9	**Variances** Municipal fire department copy of variance applications and decisions handed down by the Fire Safety Code Board of Appeal and Review. **Note:** Series may form part of: LG9.1.1 Street/Building Information Files, LG9.1.2 Inspection/Compliance Files, or LG9.1.3 Inspections and Certifications.	Retain for life of building or until occupancy classification legally changed.
LG9.1.10	**Education Programs** Multi-media materials relating to fire prevention education created by the department. May include brochures, films/or video files, program materials, posters, and pamphlets.	Retain until updated or superseded. Retain reference materials until of no further administrative value (See GRS5.11 – Reference Materials).
LG9.2	**Fire and Rescue Response**	
LG9.2.1	**Dispatch Tapes** Audio tapes of incoming calls and outgoing dispatch instructions.	Retain thirty (30) days before re-use.
LG9.2.2	**Dispatch Cards** Record of incoming calls received by the department. Data may include how call was received (phone, radio), complainant name, address and phone number, name of dispatcher, time received, dispatched to scene and recalled, rescue or engine numbers responding.	Retain three (3) years.
LG9.2.3	**Dispatch Logs** Record of dispatch responses to incoming calls or alarms. Data may include case, incident, alarm, or box numbers, location, time received, origin of call, arrival time, type of response (engine number or rescue), description, and recall or elapsed time of vehicle responding.	Retain three (3) years.

Fire Department

Record Series No.	Record Series Title and Description	Retention
LG9.2.4	**Alarm Tapes** Machine tape record of alarms received detailing box number, time received, and date of alarm.	Retain one (1) year.
LG9.2.5	**Alarm Response Cards** Record detailing location and appropriate response for alarms from individual boxes. Information may include location, contact names, number of vehicle(s) to respond, stand by vehicles.	Retain until updated, superseded, or obsolete.
LG9.2.6	**Circuit/Radio/Box Test Logs** Record of alarm response tests conducted on all circuit, radio, and location alarm boxes to ensure proper alarm signals are being received.	Retain one (1) year.
LG9.2.7	**Day Sheets** Summary of daily activities. May include personnel, assignments, drills, inspections, testing, fire and rescue responses.	Retain five (5) years.
LG9.2.8	**Manpower Accountability Sheets** Daily personnel listing of each company detailing drivers, officer in charge, and privates.	Retain one (1) year.
LG9.2.9	**Fire Reports** Reports on individual fire incidents. Data includes name and address, vehicle(s) and number of personnel responding to scene, date and time of response, lists of injuries or extent of damage. May include supplementary/follow-up reports and casualty reports.	
	(a) First, second, and third degree arson.	Permanent or until legal proceedings complete.
	(b) All others.	Retain ten (10) years.

Fire Department

Record Series No.	Record Series Title and Description	Retention
LG9.2.10	**Rescue Reports** Reports on individual rescue responses. Information may include incident number, date, time, location, responding personnel, patient identification and history, injury, vitals, treatment information, signed and witnessed patient refusal of service or treatment, and disposition.	Retain ten (10) years. **Note:** If minor involved, retain three (3) years after minor reaches the age of eighteen (18) years.
LG9.2.11	**Fire/Rescue Report Index** Index used for retrieving individual fire or rescue reports. Information may include report number, names of callers or patients, victims, and address/location of incident.	Purge with related Fire Report LG9.2.9 or Rescue Report LG9.2.10.
LG9.2.12	**Investigation Files** Record of fire department investigations of suspicious or incendiary fires. May include reports (fire, rescue, investigators', State Fire Marshall, police, casualty, insurance), photos, memos, diagrams, or other documentation relating to investigation.	Retain until final disposition of case.
LG9.2.13	**Photographic and Video Evidence** Film or video documentation relating to fire investigations. May include film, prints, video cassettes, negatives, and index detailing dates, address, or owner of property photographed.	Retain until final disposition of case. Review for historical value.
LG9.2.14	**Evidence Logs** Log recording date, incident number, incident address, and media type (prints, negatives, video). May also act as finding aid to location of media.	Retain one year after final disposition of all entries.

Fire Department

Record Series No.	Record Series Title and Description	Retention
LG9.3	**Hazardous Materials**	
LG9.3.1	**Hazardous Substances Right to Know Files** Consists of detailed product/chemical identification listings supplied annually by individual employers that hold, use, or sell products considered hazardous by the US Department of Labor, Division of Occupational Health and Safety. Series may include US Department of Labor forms or material safety data sheets, emergency and hazardous chemical inventory forms, company emergency plans, inspection reports, or other mandated documentation relating to hazardous substances.	Retain annual updates three (3) years. Retain other records as long as the employer does business in the municipality, plus seven (7) years.
LG9.3.2	**Storage Tank Files** Record detailing the installation/removal of individual storage tanks and the storage of flammable or hazardous materials. May include permits for the maintenance, installation, abandonment, or removal of storage tanks, permits for the storage of hazardous/flammable substances, inspection, plans, complaints, memos, and correspondence.	Retain seven (7) years after removal of tank.
LG9.3.3	**Hazardous Materials Incident File** Record of hazardous material incidents. May include hazardous incident reports, copy fire/rescue reports, narratives, and memos.	Permanent.
LG9.4	**Apparatus and Equipment**	
LG9.4.1	**Apparatus Inspection Sheets** Record of inspection checks including vehicle, mechanical systems, and equipment.	
	(a) Daily and weekly inspections.	Retain one (1) year.
	(b) Monthly inspections.	Retain three (3) years.

Fire Department

Record Series No.	Record Series Title and Description	Retention
LG9.4.2	**Fuel Inventory Sheets** Record of daily, weekly, or monthly fuel use by station and/or vehicles. Data may include type of fuel used, pump location, meter readings, gallons delivered, stick reading of tank, odometer reading, and total gallons consumed.	Retain until successful audit plus one (1) year.
LG9.4.3	**Apparatus Accident Files** Department record of accidents sustained to municipal fire/rescue vehicles. May include police reports, witness statements, memoranda, diagrams, photographs or other related documentation.	Retain three (3) years unless in litigation. **Note:** If minor involved, retain three (3) years after minor reaches the age of eighteen (18) years.
LG9.4.4	**Fire Hose Test/Disposition Cards** Record history of fire hoses used by the department. Data may include type of hose, date acquired, when and where serviced, tests conducted, and disposition.	Retain until final disposition of hose.
LG9.4.5	**Fire Hydrant Identification Cards** Record of individual fire hydrants in service. Data may include identifying characteristics of each hydrant including location, date installed, size of lead, make, number of turns to open, size of main.	Retain until hydrant replaced or no longer in service.
LG9.4.6	**Work Request and Repair Orders** Request and repair record for alarm circuits, vehicles, or equipment. May include dates and times of request and repair, data on materials used or needed, location of circuit, pole number, instructions, description of work, name of person completing work, and hours spent.	Retain three (3) years.

Fire Department

Record Series No.	Record Series Title and Description	Retention
LG9.4.7	**Mask Service and Tank Cards** Record inventory and service record for individual fire department air pacs. Includes model, serial number, purchase date, type, cubic feet of tank, and service record.	Retain until replaced or no longer in service.
LG9.4.8	**Ladder Test Records** Record history of ground and aerial ladders used by department. Data may include length of ladder, date purchased, when and where serviced, tests conducted, and disposition.	Retain until final disposition of ladder.
LG9.4.9	**Vehicle Records** Records relating to each vehicle owned and serviced by the municipality. May include title, registration, inspection, maintenance, checklists, repair, and incident reports.	Destroy one (1) year after disposal of vehicle and completion of successful audit.
LG9.4.10	**Traffic Light Records** Record of traffic lights which department is responsible for maintaining and servicing. May include intersection/signal diagrams, specifications, schematics, and work and repair orders.	Retain diagrammatic records during functional life of signal. Destroy maintenance records after three (3) years.
LG9.5	**Administration**	
LG9.5.1	**Directives and Orders** Official statements of policy, operating procedure, and standards. May include general or special orders.	Permanent - one record copy signed or issued by department or division head.

Fire Department

Record Series No.	Record Series Title and Description	Retention
LG9.5.2	**Reports** Internally generated reports including, but not limited to, manpower, operation, analysis, fire prevention and response, inspection, or other statistical and summary reports.	
	(a) Daily and weekly reports	Retain one (1) year.
	(b) Monthly and quarterly reports	Retain three (3) years.
	(c) Periodic reports	Retain three (3) years.
	(d) Annual reports	Permanent.
LG9.5.3	**Record Books/Journals** Summary record of operations and activity within fire department.	Permanent.
LG9.5.4	**Committee Minutes** Record of meetings, minutes, agendas, and calendars.	Permanent.
LG9.5.5	**Certificates of Record Destruction** Certification of Records Destruction forms (PRA 003) signed by authorized agency official and submitted to, and signed by, the State Archivist/Public Records Administrator. Certificates authorize the disposal of records listed in this and other applicable schedules. (RIGL § 38-1-10, § 38-3-6, and § 42-8.1-10.)	Permanent.

See Also:

GS #1	**General Office, Administrative, Fiscal and Reference Records**
GS #2	**Personnel and Payroll Records**
GRS #1	**Executive, High-Level and Policy Making Records**
GRS #2	**Legal Records**
GRS #3	**Safety and Security Records**
GRS #4	**Facilities Records**
GRS #5	**Daily Operations Records**
GRS #6	**Records Management Records**

All general schedules are available at http://www.sec.state.ri.us/Archives/general_schedules/