# MUNICIPAL SCHEDULE

**STANDARD** Fire Department Records

| RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
|---|---|---|
| **Accident File (Fire Department)**<br><br>Records concerning personnel and municipally owned property damage.<br><br>See also: LITIGATION FILE in Legal Records standard. | Destroy in office 3 years after resolution* | |
| **Activity Reports (Fire Department)** | Destroy in office after 3 years. | |

*See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction

| RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
|---|---|---|
| **Annual Report (Fire Department)**<br><br>Annual report sent to the governing body of themunicipality. | Retain in office permanently. | |
| **Burning Permits and Applications** | a) Destroy in office applications for permits that are denied after 1 year.<br><br>b) Destroy in office applications and permits that are approved 1 year after expiration. | |
| **Company Run Report (Fire Journal)**<br><br>Documents concerning pertinent information concerning fires. | Destroy in office after 5 years. | |

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| RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
|---|---|---|
| **Consolidated Monthly Reports (Fire Department)** | Destroy in office after 5 years. | |
| **Daily Log (Fire Department)**<br><br>Log, journal, blotter, or similar record showing activities of a fire department. | Destroy in office after 3 years. | |
| **Dispatch File (Fire Department)**<br><br>Records relating to fire dispatch zones.<br><br>May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material. | Destroy in office after 5 years. | |

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| RECORDS SERIES TITLE | DISPOSITION INSTRUCTIONS | CITATION |
|---|---|---|
| **Equipment Records (Apparatus and Maintenance File)**<br><br>Records concerning maintenance performed on fire department equipment. | Destroy in office 1 year after disposal or replacement. | |
| **Equipment Records (Apparatus Operating Expense File)**<br><br>Operating expense (maintenance, repair costs, etc.) records for fire department equipment | Destroy in office after 2 years. | |
| **Equipment Records (Apparatus test Reports)**<br><br>Reports showing results of fire department equipment tests. | Destroy in office 1 year after disposal or replacement. | |

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|---|---|---|
| **Equipment Records (Equipment Issued to Firemen File)** | Destroy in office when reference value ends. | |
| **Equipment Records (Hose Records)**<br><br>Records concerning the age, repair tests, etc. of fire hoses. | Destroy in office when reference value ends. | |
| **Fire Alarm and Automatic Extinguisher File**<br><br>Certificates, licenses, and insurance certificates of companies that perform installations of fire alarm and automatic extinguishing systems. | Destroy in office when reference value ends. | |

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| **Fire Alarm Journal**<br><br>Journal or other listing of alarms answered by fire department. | Destroy in office after 3 years. | |
| **Fire Inspection Reports** | a) Destroy in office inspection with no defects after 3 years.<br><br>b) Destroy in office inspections with noted defects 3 years after corrected. | |
| **Fire Investigation Records**<br><br>Reports and correspondence of fires investigated by department personnel. | Destroy in office after 10 years.* | |

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|---|---|---|
| **Fire Limits Ordinances**<br><br>Ordinances passed by city/town council establishing and defining fire limits which shall include principal business portions of the municipality. | Retain in office permanently. | |
| **Hydrant Records (Location and main Size)**<br><br>Records showing locations and size of water mains of fire hydrants. | Destroy in office when reference value ends. | |
| **Hydrant Records (Maintenance and Test File)**<br><br>Results of test of fire hydrants and routine maintenance records. | Destroy in office after 2 years. | |

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| **Inspection of Buildings**<br><br>Record of building inspections indicating ownership, location, occupancy, type of construction, fire protection features, defects, etc. | a) Destroy inspections with no defects in office after 3 years.<br><br>b) Destroy inspections with noted defects in office 3 years after defect is corrected. | |
| **Inventory Records File**<br><br>Records of inventories of fire stations and equipment. | Destroy in office 3 years after replacement or disposal. | |
| **N. C. Fire Casualty Report**<br><br>Report filed with the N. C. State Fire Commission. | Destroy in office after 5 years. | |

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|---|---|---|
| **N. C. Fire Incident Report**<br><br>Report filed with the N. C. State Fire Commission in accordance with G. S. 58-79-45. | Destroy in office after 5 years. | |
| **N. C. Fireman's Association Records** | Destroy in office when administrative value ends. | |
| **N. C. Fireman's Pension Fund Printout**<br><br>Documentation of annual leave, history report, position summary, N.C. Fireman's Pension Fund. | Destroy in office when superseded or obsdete. | |

***See AUDITS, LITIGATION AND OTHER RELATED RECORDS in introduction**

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|---|---|---|
| **Notification to Correct**<br><br>Notification to owner, agent, or occupant of building to correct violaton or defect noted at the time of inspection. | Destroy in office 1 year after subsequent inspection reveals defect or violation corrected. | |
| **Patient Care Reports**<br><br>Records show equipment used, patient location, nature of call, vital signs and other physcial signs, care rendered, medicine ordered, etc.<br><br>See also: Litigation File in Legal Records section. | Destroy in office after 6 years.* | |
| **Plans**<br><br>Plans of buildings and fire safety systems of commerical and industrial properties. | Destroy in office when superseded of obsdete. | |

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|---|---|---|
| **Structural Fire Reports** | a) Destroy in office all routine reports after 5 years.<br><br>b) Destroy in office all suspicious reports after 20 years. | |
| **Superfund Authorization Recovery Act Information File**<br><br>Hazardous waste date informaiton. | Destroy in office when superseded of obsdete. | |
| **Vehicle Servicing Records**<br><br>Servicing and maintenance records for fire department vehicles. | Destroy in office when reference value ends. | |

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