

CLARENCE FIRE DISTRICT NO. 1

RECORDS RETENTION AND DISPOSITION POLICY

I. SCOPE:

The Board of Fire Commissioners or Clarence Fire District No. 1 has established policy and procedures regarding retention and disposition of Fire District records, pursuant to Local Government Records Law and Arts and Cultural Affairs Law, Article 57-A.

II. OBJECTIVE:

The objective of this policy is to fulfill the Fire District's obligation to promote and support a program for the orderly and efficient management of all Fire District records.

III. GUIDELINES:

- A. The Fire District, by adopting this policy, adopts Records Retention and Disposition Schedule MU-1. A copy of the Summary Schedule MU-1 shall be attached to and be part of this policy.
- B. Use of Schedule MU-1 shall:
 - 1. Ensure that records are retained as long as necessary for administrative, legal and fiscal purposes.
 - 2. Ensure that NYS and Federal record retention requirements are met.
 - 3. Ensure that records with historical or research value are identified and retained permanently.
 - 4. Facilitate disposal of unneeded records.
- C. Only the person or persons so designated by the Board of Fire Commissioners may dispose of records that have met the retention period set forth in Schedule MU-1. That person or persons shall be so designated at the annual Organizational meeting of the Fire District.
- D. Every Fire District Commissioner is responsible for maintaining records to adequately document the transaction of public business and the passing to his/her successor, the records needed for continuing conduct of Fire District business.

This policy is adopted June 11, 2012 and supersedes any previous versions of this policy.

(Attachment –Fire District Officer's Guide-Records Retention and Disposition Schedule MU-1)

By order of the Board of Fire Commissioners, Clarence Fire District No. 1

FORM 11-6 SUMMARY OF SCHEDULE MU-1: RECORD RETENTION AND DISPOSITION SCHEDULE

Schedule MU-1 should be consulted before any record is destroyed or disposed of. The following is a summary of the Record Retention and Disposition Schedule MU-1 and not a substitute for the full Schedule MU-1. The full Schedule MU-1 can be obtained from the State Archives and Records Administration (S.A.R.A.) at:

Government Records Service, SARA
9A47 Cultural Education Center
Albany, New York 12230

Telephone: (518) 474-6926

Fax: (518) 486-4923

E-mail: recmgmt@mail.nysed.gov

Internet: <http://www.sara.nysed.gov>

RECORD	RETENTION PERIOD
Accident reports	3 years
Accreditation records for fire fighting	Permanent
Agenda for board meetings	1 year
Alarm Records—Box alarm records	9 years
Alarm Records—False alarms	9 years
Application for absentee ballot	30 days after election
Appointment of election officials	1 year after election
Communication log	1 year
Correspondence—Documenting significant policy or decision making issues	Permanent
Correspondence—Routine legal or fiscal information	6 years
Disaster preparedness or crisis related records prepared under Executive Law Section 23	Permanent
Disaster preparedness or crisis related records when maintained by other local government	3 years after superseded
Elections—Election Inspectors returns	1 year after election
Elections—Proof of publication	1 year after election
Elections—Vote Recording—Sample ballot	Permanent
Elections—Voter Registration Record	5 years
Elections—Final election results	Permanent
Elections—Vote Recording—Voted ballot	1 year
Emergency vehicle, apparatus and equipment records	Permanent
FCC private radio licensing records	5 years
Fire Fighting & Prevention—Fire hydrant records master record	Until superseded
Fire Fighting & Prevention—Background information used to prepare the above disaster plan	3 years
Fire Fighting & Prevention—Background material used in plan preparation	3 years after plan completed
Fire Fighting & Prevention—Blotter providing activities of Fire District	Permanent
Fire Fighting & Prevention—Controlled burn records	3 years

FORM 11-6 SUMMARY OF SCHEDULE MU-1: RECORD RETENTION AND DISPOSITION SCHEDULE (CONTINUED)

Fire Fighting & Prevention—Fire District incident listing or report received from NYS Department of State—If blotter or record not kept by district	Permanent
Fire Fighting & Prevention—Fire District incident listing or report received from NYS Department of State—Where there is a duplicate record kept elsewhere	No longer needed
Fire Fighting & Prevention—Fire District incident listing or report received from NYS Department of State—Fire coordinator's copy	No Longer needed
Fire Fighting & Prevention—Fire investigation records—Records of major fires or fires of a significant origin or master summary of all fire investigations	Permanent
Fire Fighting & Prevention—Fire mutual aid plan—Final plan	Permanent
Fire Fighting & Prevention—Log of activities at fire station	3 years after date of most recent entry
Fire Fighting & Prevention—Routine fire investigations	3 years
Fire Fighting & Prevention—Summary records of volunteer credits earned—Annual summary report or listing	55 years
Fire Fighting & Prevention—Volunteer Firefighter Service Awards benefit plan	No longer needed
Fire Fighting & Prevention—Volunteer Firefighter Service Awards records relating to individual volunteer—Records showing credits earned, with types of service and how service credit earned	6 years after individual leaves service
Fire Fighting & Prevention—Volunteer Firefighter Service Award records relating to individual volunteer—Vested certificates of membership in awards plans, application to join service awards plan	6 years after individual leaves service
Fire Fighting & Prevention—Fire evacuation plan, disaster response plan— Fire drill report, fire safety survey	3 years after superseded or obsolete
Fire Fighting & Prevention—Fourth degree arson investigations records	10 years
Fire Fighting & Prevention—Reports on fire fighting activity—Reports dealing with serious incidents, major issues, fire fighting readiness capability, fire casualty reports	Permanent
Fire Fighting & Prevention—Volunteer department or organization fund raising plan	6 years
Fire Safety Inspection Records	6 years after building no longer exists but not less than 21 years
Grant Program File	6 years after renewal or close of grant

FORM 11-6 SUMMARY OF SCHEDULE MU-1: RECORD RETENTION AND DISPOSITION SCHEDULE (CONTINUED)

Hazardous Material records—Location report	3 years after material no longer stored on site
Investigation or disciplinary records	3 years after final decision
Legal agreement, contract, or lease	6 years after expiration
Legal brief file or legal case log	No longer needed
Legal case file	6 years after case closed
Legal opinion rendered by a governmental entity	Permanent
Local law, rule, regulation, ordinance, resolution, proclamation or court order	Permanent
Manual of procedures, policies or standards	Permanent
Official Copy of Publication—Containing critical information not found elsewhere	Permanent
Official Copy of Publication—Routine information found elsewhere	No longer needed
Official minutes and hearing proceedings	Permanent
Patient care records	6 years
Personnel records of fire district employees	Permanent
Postal records, return receipt, certified mail card or insurance receipt	1 year
Proof of publication or posting (relating to bond or note issue)	6 years after expiration
Public employee contract negotiations records	Permanent
Public employee grievance records	3 years after grievance is resolved
Publication of notice of election	Permanent
Real property acquisition or sale file	Permanent
Referendum records	Permanent
Repair, installation, maintenance or similar record	6 years
Report of theft, arson or property damage	6 years
Spill, release or investigation records (exceeding minimum reportable quantity) 6 NYCRR, Section 597.2, Table 1 or records of investigation of spill or release or petroleum exceeding 25 gallons	Permanent
Spill, release or investigation not exceeding minimum reportable quantities or records of investigation of spill or release or petroleum not exceeding 25 gallons	7 years
Telephone log	1 year
Training records (except those dealing with toxic substances)	6 years
Training records for fire fighting personnel	6 years after individual leaves service
Video or audio tapes used to produce official minutes	4 months or when no longer needed