Retention and Classification Report

Agency: Salt Lake City (Utah). Fire Department (1031)

P.O. Box 145520
315 East 200 South, 7th Floor
Salt Lake City, UT 84114-5520
801-530-5103

Records Officer: _____

82322	Business inspection records
82312	Case photograph files
82346	Daily dispatch log
30161	First responder emergency contact records
81754	Minutes
82317	Petitions log
82320	Special studies
82310	Tank applications and permit files
82362	Training audio-visual library

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82322 3
TITLE: Business inspection records
DATES: 1955-
ARRANGEMENT: Alphanumerical by location
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These files document the fire inspections of all businesses and apartment houses in Salt Lake City. They are used to determine compliance to city fire codes for fire prevention purposes. These files include correspondence; copy of business license; history of building; notices of violations; citations; special notices or orders; and inspection reports, and various forms used for inspections of different types of businesses or schools such as: Premises Information Report (lists premise hazards data, physical data, and occupancy information); Fire Drills Conducted in Salt Lake City Schools (lists schools drilled, date, number of floors, number of outside exits, number of students, and performance rating of drill); School Inspection (which checks all aspects of the building for safety purposes); Theater Inspection Forms (listing each city theater and a checklist of potential dangers); Building Inspection Construction (contains a checklist of potential hazards).

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection and provided files of demolished bldgs. transfer to Archives.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82322
TITLE: Business inspection records

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).

This retention is based upon the administrative needs expressed by the bureau. These files are very important in architectural history and should be retained permanently.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82312 3
TITLE: Case photograph files
DATES: 1960-
ARRANGEMENT: Chronological
DESCRIPTION:

These are photographs of fires. They are used as evidence in investigations.

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Photographs: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

This retention is based upon the administrative needs of the bureau and the legal requirements expressed by the city attorney. These photographs may have historical value and should be sampled to provide adequate documentation on fires in Salt Lake City.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82346 3
TITLE: Daily dispatch log
DATES: 1900-
ARRANGEMENT: Chronological
DESCRIPTION:

This daily log contains information on all dispatch activity. It is used for budget and planning purposes. This log includes personnel working, time, shift, name and number, and a summary of the events of the day.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: For records beginning in 1900 through 1920. Retain in Office for 6 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1920 and continuing to the present. Retain in Office for 6 years and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 30161 3
TITLE: First responder emergency contact records
DATES: 2021-
ARRANGEMENT: Alphabetical by employee last name.
DESCRIPTION:

These records include the names and contact information of individuals identified by Salt Lake City first responders, who should be reached in cases of emergent circumstances regarding the first responder such as injury or death.

RETENTION:

Retain until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Emergency contact records, GRS-16583.

AUTHORIZED: 10-25-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office until seperation and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(1)(g)(2021)and Utah Code 63G-2-302(2)(d)(2021)

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 81754 3
TITLE: Minutes
DATES: 1982-
ARRANGEMENT: none
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These are minutes of various department meetings including the Bids Committee; Chief Officer's Staff Meetings; Central Fire Dispatch Committee; Constant Manning Committee; Ad hoc Committee; Planning Committee; and Safety Committee. These minutes include name of committee; date of meetings; committee members in attendance and absent; time began and adjourned; proceedings of meetings; and decisions.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the department. The record copy of department committee meetings will be transferred to the State Archives in accordance with the State Records committee decision on the historical value of minutes.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82317 3
TITLE: Petitions log
DATES: 1979-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This log records petitions from citizens requiring Fire Department approval. This log includes petition number, date petition acted on, subject matter involved, and routing of petition.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).

This retention is based upon the city policy and the decision of city attorney.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82320 3
TITLE: Special studies
DATES: 1983-
ARRANGEMENT: Alphabetical by name of study
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are studies conducted by the bureau concerning fire prevention. They are used to investigate specific situations and to make recommendations. These studies include special studies on various topics including fireworks, chimney sweeps, and the changing grid system.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

This retention is based upon the administrative needs expressed by the bureau. It has been determined that special studies are important research records that document the activities of the department.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82310 3
TITLE: Tank applications and permit files
DATES: 1960-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These files contain applications received by the Fire Department and permits issued to individuals desiring to store flammable liquids or liquid petroleum. Permits are only issued after the inspection and approval of the tanks. This process is required by city ordinance. These files are used to keep track of all tanks (inactive and active). These files include the application number; date, name of residence or firm; location of premises; kind of flammable liquid; type of storage; quantity; construction of tank; gauge or metal; location of tank with reference to adjacent buildings; total storage in gallons; signature of applicant; name, address, and phone number of person installing tank; amount paid, and signature of inspector approving. Permit includes number; date; name of permitee; address of installation; whom installed by ; special conditions; signature of fire marshal; and sketch or diagram of location along with permit dimensions. Inspection reports contain a checklist of items.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82310
TITLE: Tank applications and permit files

(continued)

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs of the department. They consider abandoned tanks to be one of the most dangerous health hazards in Salt Lake City. Because of past and current problems they would like to maintain the files permanently.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82362 3
TITLE: Training audio-visual library
DATES: 1940-
ARRANGEMENT: Alphabetical by category
DESCRIPTION:

This is an audio-visual library collection of training tapes, film, and slides. Some of the tapes were filmed by the Fire Department while others were obtained from the news media. Video tapes are used to copy film and are then distributed to the various fire stations for training purposes. The tapes are edited for training purposes and tapes are continuously being reused when subject material is no longer useful. This collection includes tapes; video cassettes; slides concerning hazardous materials emergency response; fire fighting; various city incidents; footage of Salt Lake City fires; and medical training tapes.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Video recordings master: Retain in Office until information is no longer useful and then erase.

Motion picture film master: Retain in Office until information is no longer useful and then transfer to State Archives with authority to weed.

Slides: Retain in Office until information is no longer useful and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82362
TITLE: Training audio-visual library

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APPRAISAL:

These records have administrative, and/or historical value(s).

This retention is based upon the administrative needs expressed by the bureau. These slides and films illustrate the work of the department and may be useful to future historians.