Retention and Classification Report

Agency: Sandy (Utah). Fire Department (3054)

10000 Centennial Parkway
Sandy, UT 84070
801 568-7100

Records Officer: _____

12855	Exposure reports
29599	Firemen's meeting minutes
12860	Investigation case files
12856	Investigation reports

AGENCY: Sandy (Utah). Fire Department

SERIES: 12855 3
TITLE: Exposure reports
DATES: undated
ARRANGEMENT: Chronological
DESCRIPTION:

This report is completed when a fire fighter is exposed to toxic fumes, smoke, or chemicals during the course of fire fighting. It is used to verify exposure in case of illness. It includes name of employee, position, station, address where injury occurred, name and type occupancy, date and time of exposure, incident number, description of exposure, duration of exposure, symptoms present, date and signature of employee, and date and signature of supervisor.

RETENTION:

Retain for 50 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 50 years and then destroy.

PRIMARY DESIGNATION:

Controlled UCA 63G-2-304 (1, 2b) 1992

AGENCY: Sandy (Utah). Fire Department

SERIES: 29599 3
TITLE: Firemen's meeting minutes
DATES: 1908-
ARRANGEMENT: Chronological by meeting date.
DESCRIPTION:

These records are meeting minutes of the municipality's fire department. They document the decisions and actions of the fire department. The records may include the agenda, internal memoranda, and minutes.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Executive internal committee records, GRS-1726.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disc: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of the operation and function of the fire department, as well as representative documentation of the development of municipal fire departments.

AGENCY: Sandy (Utah). Fire Department

SERIES: 29599
TITLE: Firemen's meeting minutes

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 11/2017.

AGENCY: Sandy (Utah). Fire Department

SERIES: 12860 3
TITLE: Investigation case files
DATES: undated
ARRANGEMENT: Alphabetical
DESCRIPTION:

These files contain all information collected on fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake investigation.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then destroy.

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (a, e) 1992

AGENCY: Sandy (Utah). Fire Department

SERIES: 12856 3
TITLE: Investigation reports
DATES: undated
ARRANGEMENT: Alphabetical
DESCRIPTION:

These reports are completed daily and monthly on all fire investigations. They are used for investigative purposes and for identifying trends in arson incidents. They include date and time of investigations, fires investigated, cause of fire, hours of investigation, whether arrests or convictions, time spent in court and/or special investigations, training received, flammable liquid and hazardous chemical incidents, tank inspections, consultations, and any special assignments completed.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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

PRIMARY DESIGNATION:

Protected	UCA 63G-2-305 (a, e) 1992

SECONDARY DESIGNATION(S):

Public.	UCA 63G-2-301 1992
Private.	UCA 63G-2-302 1992
Controlled.	UCA 63G-2-304 1992