Retention and Classification Report

Agency: St. George (Utah). Fire Department (2825)

Fire Station #1
51 South 1000 East
St. George, UT 84770

Records Officer Christina Fernandez

18041	Evidence log
18034	Exposure reports
18042	Fatal fire investigative case files
18035	Investigation case files
18036	Investigation reports

AGENCY: St. George (Utah). Fire Department

SERIES: 18041 3
TITLE: Evidence log
DATES: 1983-
ARRANGEMENT: Numerical
DESCRIPTION:

This is a log that shows the chain of possession of all evidence gathered by the fire department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the investigative file.

RETENTION:

Retain 4 years if not part of a case file.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 26, Item 9.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then destroy provided not part of a case file.

APPRAISAL:

AGENCY: St. George (Utah). Fire Department

SERIES: 18041
TITLE: Evidence log

(continued)

PRIMARY CLASSIFICATION:
Protected

AGENCY: St. George (Utah). Fire Department

SERIES: 18034 3
TITLE: Exposure reports
DATES: 1988-
ARRANGEMENT: Chronological, thereunder Alphabetical
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 employee's name, position, station, address where injury occurred, occupancy type, 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 30 years after termination of employment.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 26, Item 10.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office for 30 years after termination of employment and then destroy.

APPRAISAL:

AGENCY: St. George (Utah). Fire Department

SERIES: 18034
TITLE: Exposure reports

(continued)

PRIMARY CLASSIFICATION:
Private

AGENCY: St. George (Utah). Fire Department

SERIES: 18042 3
TITLE: Fatal fire investigative case files
DATES: 1983-
ARRANGEMENT: Numerical
DESCRIPTION:

These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation. See also Investigation case files.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 26, Item 11.

AUTHORIZED: //

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: St. George (Utah). Fire Department

SERIES: 18042
TITLE: Fatal fire investigative case files

(continued)

PRIMARY CLASSIFICATION:
Protected

AGENCY: St. George (Utah). Fire Department

SERIES: 18035 3
TITLE: Investigation case files
DATES: 1983-
ARRANGEMENT: Numerical
DESCRIPTION:

These case files document nonfatal fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake investigation. See also Schedule 27, Item 11 "Fatal Fire Investigation Case Files."

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 26, Item 16.

AUTHORIZED: //

FORMAT MANAGEMENT:

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

APPRAISAL:

AGENCY: St. George (Utah). Fire Department

SERIES: 18035
TITLE: Investigation case files

(continued)

PRIMARY CLASSIFICATION:
Protected

AGENCY: St. George (Utah). Fire Department

SERIES: 18036 3
TITLE: Investigation reports
DATES: 1983-
ARRANGEMENT: Numerical
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, whether arrests or convictions are made, 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 6 years

DISPOSITION:

Destroy provided annual report is compiled if not compiled then retain permanently.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 26, Item 17.

AUTHORIZED: //

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years and then destroy provided annual report is compiled if not compiled retain permanently.

APPRAISAL:

AGENCY: St. George (Utah). Fire Department

SERIES: 18036
TITLE: Investigation reports

(continued)

PRIMARY CLASSIFICATION:
Protected