

Retention and Classification Report

Agency: Clearfield (Utah). Fire Department (3067)

55 S. State Street
Clearfield, UT 84015

Records Officer:

23100 *Activity report

AGENCY: Clearfield (Utah). Fire Department

SERIES: 23100

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TITLE: Activity report

DATES: 1981-2002.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a daily and monthly activity report. The report is generated each work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date and fire number. Information may also include officer's name, shift, vehicle number, case number, and total hours on and off duty.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 02/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public