

Retention and Classification Report

Agency: North Davis Fire District (Utah) (3261)

Records Officer: Michelle Marsh

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AGENCY: North Davis Fire District (Utah)

SERIES: 23758

3

TITLE: Ambulance billing reports

DATES: 2000-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are reports that are generated in office to compile and monitor monies due to the Clearfield Ambulance for services performed. IRIS Medical Billing actually does all of the billing for ambulance service, however the Fire Department monitors the billing and maintains these accounts receivable reports.

RETENTION:

Retain in office 4 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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.

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 7.

AGENCY: North Davis Fire District (Utah)

SERIES: 23758

TITLE: Ambulance billing reports

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)

AGENCY: North Davis Fire District (Utah)

SERIES: 23755

3

TITLE: Annual reports

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are summary reports by year that total number of all calls based on type and district of call. They also included dollar loss and civilian or fire service casualties by number only.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 permanently.

APPRAISAL:

Administrative Historical This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 2.

AGENCY: North Davis Fire District (Utah)

SERIES: 23755

TITLE: Annual reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23748

3

TITLE: Budget background records

DATES: 1996-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These records are used to assist in the preparation of department budget requests presented to the city council.

RETENTION:

Retain in office two years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

Administrative Fiscal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 3, Item 3.

AGENCY: North Davis Fire District (Utah)

SERIES: 23748

TITLE: Budget background records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23109

3

TITLE: Business inspection records

DATES: 1984-

ARRANGEMENT: Alphabetical by business name

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These files document fire inspections of all businesses and apartment buildings. They are used to determine compliance to fire codes for fire prevention purposes. They include correspondence, copy of business license, brief history of building, notices of violations, citations, inspection of reports, and various inspection forms.

RETENTION:

Retain in office until building no longer exists.

DISPOSITION:

Transfer to the State Archives with authority to weed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 11/01/2000.

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 until building no longer exists and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Legal

AGENCY: North Davis Fire District (Utah)

SERIES: 23109

TITLE: Business inspection records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 24259

3

TITLE: Daily defibrillator check list

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

This check list is completed by the fire fighter Emergence Medical Service unit each day for each defibrillator to assure proper operation.

RETENTION:

Retain 1 year

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 1 year after equipment is replaced and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 6.

AGENCY: North Davis Fire District (Utah)

SERIES: 24259

TITLE: Daily defibrillator check list

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 24044

3

TITLE: Defibrillator tape recordings

DATES: 2000-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are taped recordings of use of a defibrillator during cardiac arrest on a patient. It records the machine usage, background voices and patient's heart activity. Also included is a paper tape with the patient's defibrillation information recorded on it. These recordings are reviewed by the medical control physician working in conjunction with the fire department.

RETENTION:

Retain in office 4 years.

DISPOSITION:

Destroy provided all pending litigation is completed.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 04/01/2002.

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 all pending litigation is completed.

Audio cassettes: Retain in Office for 4 years and then destroy provided all pending litigation is completed.

APPRAISAL:

Administrative Legal

AGENCY: North Davis Fire District (Utah)

SERIES: 24044

TITLE: Defibrillator tape recordings

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: North Davis Fire District (Utah)

SERIES: 24263

3

TITLE: Dispatch log

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

This is a daily log maintained on all dispatch activity. These logs are kept as a record of all incidents that the fire department is paged for and responds to. It includes incident number, date, page time, type, address, and initials of responding persons.

RETENTION:

Retain 2 years

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 2 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 4.

AGENCY: North Davis Fire District (Utah)

SERIES: 24263

TITLE: Dispatch log

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 24043

3

TITLE: Dispatch logs

DATES: 1996-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes names of personnel working, time, shift, and a summary of daily events.

RETENTION:

Retain in office 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 2 years and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 4.

The agency has determined that they will maintain these records permanently in office.

AGENCY: North Davis Fire District (Utah)

SERIES: 24043

TITLE: Dispatch logs

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23077

3

TITLE: Emergency medical equipment maintenance records

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are maintenance records for all fire department emergency medical equipment. They are used to verify that fire equipment has had regular maintenance. They include copies of contracts, maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used, and service reports.

RETENTION:

Retain 1 year after equipment is replaced.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 1 year after after equipment is replaced and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 6.

AGENCY: North Davis Fire District (Utah)

SERIES: 23077

TITLE: Emergency medical equipment maintenance records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 24264

3

TITLE: Emergency medical team ride along liability release

DATES: 1998-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

This document is a release of liability form that all emergency medical team students sign when they participate in ride-alongs with the fire fighters on medical calls.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 2 years and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 4.

Citation: Title 63 Chapter 30

AGENCY: North Davis Fire District (Utah)

SERIES: 24264

TITLE: Emergency medical team ride along liability release

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23144

3

TITLE: Employee training records

DATES: 1995-

ARRANGEMENT: Alphabetical by last name of employee

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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.

Computer data files: Retain in Office for 6 years and then delete.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 9, Item 18.

AGENCY: North Davis Fire District (Utah)

SERIES: 23144

TITLE: Employee training records

(continued)

PRIMARY CLASSIFICATION:

Private 63G-2-302 (1)(f)(2008)

AGENCY: North Davis Fire District (Utah)

SERIES: 23079

3

TITLE: Exposure reports

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 30 years after termination of employment and then destroy.

AGENCY: North Davis Fire District (Utah)

SERIES: 23079

TITLE: Exposure reports

(continued)

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 10.

This disposition is based on 29 CFR 1910.1020 (d)(i)(2000).

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(b)(2008)

AGENCY: North Davis Fire District (Utah)

SERIES: 23080

3

TITLE: Fatal fire investigation case files

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

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 in office.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 permanently.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 11.

AGENCY: North Davis Fire District (Utah)

SERIES: 23080

TITLE: Fatal fire investigation case files

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (9)(a)(2008)

AGENCY: North Davis Fire District (Utah)

SERIES: 23145

3

TITLE: Fire technical files

DATES: 1970-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until no longer needed for administrative purposes.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1988.

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 until no longer needed and then destroy.

Computer data files: Retain in Office until no longer needed and then delete.

Video recordings master: Retain in Office until no longer needed and then destroy.

AGENCY: North Davis Fire District (Utah)

SERIES: 23145

TITLE: Fire technical files

(continued)

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 26.

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23754

3

TITLE: General administrative records

DATES: 1990-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are monthly summary reports by month that total all calls based on type and district of call. They also included dollar loss and civilian or fire service casualties by number only.

RETENTION:

Retain in office 2 years or until no longer needed for reference.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 2 years or until no longer needed for reference and then destroy.

Computer data files: Retain in Office for 2 years or until no longer needed for reference and then delete.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 6.

AGENCY: North Davis Fire District (Utah)

SERIES: 23754

TITLE: General administrative records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23156

3

TITLE: Government Records Access and Management Act (GRAMA) records requests

DATES: 2000-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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 1 year and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 29.

AGENCY: North Davis Fire District (Utah)

SERIES: 23156

TITLE: Government Records Access and Management Act (GRAMA) records requests

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-305(1)(f)(2008).

AGENCY: North Davis Fire District (Utah)

SERIES: 24077

3

TITLE: Home day care inspection reports

DATES: 1994-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files document the fire inspection of home day care businesses and apartment buildings. They are used to determine compliance to fire codes for fire prevention purposes. They include inspection reports, various inspection forms, notices of violations and citations.

RETENTION:

Retain in office 4 years after subsequent report.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 after subsequent report and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 3.

AGENCY: North Davis Fire District (Utah)

SERIES: 24077

TITLE: Home day care inspection reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23097

3

TITLE: Hose test reports

DATES: 1970-

ARRANGEMENT: Numerical

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These reports record tests required annually by fire departments of all fire hoses. They are used to determine whether hoses are in good working condition. They include test date, date previously tested, apparatus number, hose diameter, conditions found, service date, defects corrected, and officer's signature in charge of test.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 2 years and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 13.

AGENCY: North Davis Fire District (Utah)

SERIES: 23097

TITLE: Hose test reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 24260

3

TITLE: Hydrant maintenance reports

DATES: 1960-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These reports contain all maintenance and repairs performed on each hydrant with the date and type of work performed. They include location, notations and dates of annual inspections indicating physical characteristics, operations, flow check, pressure and leakage.

RETENTION:

Retain 1 year after hydrant removed

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 1 year after hydrant removed and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 14.

AGENCY: North Davis Fire District (Utah)

SERIES: 24260

TITLE: Hydrant maintenance reports

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23081

3

TITLE: Investigation case files

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

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.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 10 years and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 16.

AGENCY: North Davis Fire District (Utah)

SERIES: 23081

TITLE: Investigation case files

(continued)

PRIMARY CLASSIFICATION:

Protected UCA 63G-2-305 (9)(a)(2008)

AGENCY: North Davis Fire District (Utah)

SERIES: 24255

3

TITLE: Medical supplies stock inventory lists

DATES: 2000-

ARRANGEMENT: chronological

ANNUAL ACCUMULATION: 0.40 cubic feet.

DESCRIPTION:

These records document medical supplies maintained and used for ambulance services. There are also records that document supplies ordered and received.

RETENTION:

Retain 1 year.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 03/01/1989.

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 1 year after reconciled with subsequent inventory and then destroy.

APPRAISAL:

This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 4, Item 3.

AGENCY: North Davis Fire District (Utah)

SERIES: 24255

TITLE: Medical supplies stock inventory lists

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23179

3

TITLE: Meeting minutes

DATES: 1997-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These records document actions of an internal staff committee handling problems within a municipal agency. These committees do not make citywide policy. The records usually include agenda, internal memoranda, notes, and informal minutes.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 33.

AGENCY: North Davis Fire District (Utah)

SERIES: 23179

TITLE: Meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23169

3

TITLE: Photographic documentation and newspaper clippings

DATES: 1980-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.90 cubic feet.

DESCRIPTION:

This records series consists of newspaper clippings, photographs and photograph negatives which document the activities of the Fire Department. The photographs are primarily of fire and accident scenes, and are used for informational and educational purposes, as well as for historical documentation. Some of the photographs were used originally for investigation purposes. The newspaper clippings and photographs are maintained together in a binder and in card file boxes.

RETENTION:

Retain permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 permanently.

Photographs: Retain in Office permanently.

Photo negatives: Retain in Office permanently.

AGENCY: North Davis Fire District (Utah)

SERIES: 23169

TITLE: Photographic documentation and newspaper clippings

(continued)

APPRAISAL:

Administrative Historical This disposition is based on Utah
Municipal General Records Retention Schedule, Schedule 1, Item
4.

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23751

3

TITLE: Policies and procedures manuals

DATES: 1980-

ARRANGEMENT: Chronological by date, thereunder numerical by policy number

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the Fire Department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the Department participated.

RETENTION:

Retain in office permanently.

DISPOSITION:

Retain in agency custody.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 permanently.

APPRAISAL:

Administrative Historical Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 16.

AGENCY: North Davis Fire District (Utah)

SERIES: 23751

TITLE: Policies and procedures manuals

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Protected. UCA 63G-2-305 (11)&(12)(2008).

AGENCY: North Davis Fire District (Utah)

SERIES: 23146

3

TITLE: Pump tests/aerial tests records

DATES: 1981-

ARRANGEMENT: Chronological by date

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain the results of tests conducted on pumping equipment. These annual tests are used to certify pumping capabilities and to check equipment for stability and endurance. They include apparatus number, date tested, station number, where tested, manufacturer's name and number, test results, time taken, and remarks.

RETENTION:

Retain 2 years after equipment is replaced.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 2 years after equipment is replaced and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 18.

AGENCY: North Davis Fire District (Utah)

SERIES: 23146

TITLE: Pump tests/aerial tests records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23110

3

TITLE: Tank applications and permit records

DATES: 1984-

ARRANGEMENT: Alphabetical by name of applicant

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These files contain applications received by the fire department and permits issued to individuals desiring to store flammable liquid or liquid petroleum. Permits are only issued after inspection and approval of tanks. They include an application form, permit, a sketch or diagram of location along with tank dimensions, and an inspection report.

RETENTION:

Retain in office 6 years after removal of tank. Please see appraisal notes.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 after removal of tank and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 21.

This records series matches with Municipal General Retention Schedule item 26-21, however the agency has determined that they will retain these records permanently in office.

AGENCY: North Davis Fire District (Utah)

SERIES: 23110

TITLE: Tank applications and permit records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23768

3

TITLE: Telephone message registers

DATES: 1996-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These registers compile all of the daily telephone messages taken by a municipal office. They also include logs and similar records.

RETENTION:

Retain 6 months.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 06/01/1997.

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 months and then destroy.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 40.

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23078

3

TITLE: Utah Emergency Medical Services incident report

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These report forms (including the activity report or sign-in sheets, formally series 23100 as of June 2002) record both statistical and patient information on all Emergency Medical Services (EMS) calls received by the fire department. They serve as the medical chart for all persons treated by the department's paramedics. This report is required by law (UCA 26-8-5(5) (1997)) and a copy is submitted to the State Office of Emergency Medical Services for a compliance audit and is retained for 25 years.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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 10 years and then destroy.

APPRAISAL:

Administrative Legal This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 23.

This disposition is based on the legal requirement by the agency to produce this report per UCA 26-8-5.5 (2000).

AGENCY: North Davis Fire District (Utah)

SERIES: 23078

TITLE: Utah Emergency Medical Services incident report

(continued)

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302(1)

AGENCY: North Davis Fire District (Utah)

SERIES: 23082

3

TITLE: Utah Fire Incident Report System forms

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These report forms are completed for each fire and are submitted to the State Fire Marshall. The information is then submitted by the State Fire Marshal on computer tape to the Federal Emergency Management Agency (FEMA). The information is maintained permanently by FEMA.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1997.

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.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 26, Item 24.

AGENCY: North Davis Fire District (Utah)

SERIES: 23082

TITLE: Utah Fire Incident Report System forms

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23767

3

TITLE: Working papers

DATES: 1980-

ARRANGEMENT: Alphabetical by project type

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain in office 5 years after project completion.

DISPOSITION:

Destroy.

STATE RECORDS COMMITTEE STATUS:

This retention was approved by the State Records Committee on 12/01/1996.

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 5 years after completion of project and then destroy.

Computer data files: Retain in Office for 5 years after completion of project and then delete.

APPRAISAL:

Administrative This disposition is based on Utah Municipal General Records Retention Schedule, Schedule 1, Item 44.

AGENCY: North Davis Fire District (Utah)

SERIES: 23767

TITLE: Working papers

(continued)

PRIMARY CLASSIFICATION:

Public