Retention and Classification Report

Agency: Ogden (Utah). Fire Department (729)

2549 washington blvd 210
ogden, UT 84401
(801)629-8100

Records Officer

05317		Annual reports
85088	*	Daily activities log
21186		Dispatch tape recordings
85087	*	Fire run reports

AGENCY: Ogden (Utah). Fire Department

SERIES: 5317 3
TITLE: Annual reports
DATES: 1899-
ARRANGEMENT: Alphanumerical.
DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year. They may include statistics, narrative reports, graphs, and diagrams.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 03/09/2015

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 State Archives permanently with authority to weed.

APPRAISAL:

Historical
Annual reports document agency history and functions. These reports have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Ogden (Utah). Fire Department

SERIES: 85088 4
TITLE: Daily activities log
DATES: i 1970-1976.
ARRANGEMENT: Chronological
DESCRIPTION:

A separate log is kept for each station, which records information of daily activities. An entry is made for each shift and includes the men assigned to the shift, men on vacation, drills or educational material completed, and the officer in charge. Also included is a summary of the daily run report which lists the type of emergency call, time, location, equipment used, and miles traveled.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

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.

Microfilm master: For records beginning in 1970 through 1976. Retain in State Records Center for 2 years and then destroy.

AGENCY: Ogden (Utah). Fire Department

SERIES: 21186 3
TITLE: Dispatch tape recordings
DATES:
ARRANGEMENT:
DESCRIPTION:

These are twenty-four hour tape recordings of incoming and outgoing telephone or radio calls made from and to the dispatch office. They are used to document the actions of dispatch personnel and public safety officers. The tapes are rotated on a regular basis and portions of the tapes concerning questionable cases are transferred to cassette tapes.

RETENTION:

Retain 30 days.

DISPOSITION:

Destroy provided questionable actions are transferred to casssette tapes

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 21, Item 15.

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.

Sound recordings: Retain in Office for 30 days and then erase provided questionable actions are transferred to cassette tapes.

APPRAISAL:

AGENCY: Ogden (Utah). Fire Department

SERIES: 21186
TITLE: Dispatch tape recordings

(continued)

PRIMARY CLASSIFICATION:
Public

SECONDARY CLASSIFICATION(S):
Protected. UCA 63G-2-305(9)(c)

AGENCY: Ogden (Utah). Fire Department

SERIES: 85087 4
TITLE: Fire run reports
DATES: i 1963-1976.
ARRANGEMENT: Chronological
DESCRIPTION:

Each response to and emergency call is reported by filing a run report which records thefollowing; date of the fire; time in and out of station; station responding; weather, humidity, wind; where the fire started; physical description of building; equipment used; insurance data; summary of fire combat story.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Microfilm master: For records beginning in 1963 through 1976. Retain in State Records Center for 6 years and then destroy.