



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-623

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY FIRE DEPARTMENT

ALL SECTIONS

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
<p>SUPERSEDES SCHEDULES C273 & C514</p>		
<p style="text-align: center;"><u>ADMINISTRATIVE SERVICES</u></p>		
<p>1.</p>	<p><u>Correspondence Files</u> Arranged alphabetically, files consist of original incoming and copies of outgoing letters, memorandums, reports, completed forms, and other miscellaneous data relating to the personnel and financial functions of the Baltimore County Fire Department.</p>	<p>Screen annually to destroy that material no longer needed for current business.</p> <p>Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.</p>
<p>2.</p>	<p><u>Fixed Assets Inventory Recertification Sheets</u> Computer produced reports used to verify the location of all County tagged property controlled by the Baltimore County Fire Department. Verification is accomplished semi-annually.</p>	<p>Retain for one (1) year, then destroy.</p>
<p>3.</p>	<p><u>Form 211 Compensatory Leave Form</u></p>	<p>Retain for three (3) months, then film. Retain film in office permanently.</p>
<p>4.</p>	<p><u>Merit and Longevity Reports</u> Received from Baltimore County Personnel, this computer produced report is used to verify salary increases and service time of all employees of the Baltimore County Fire Department.</p>	<p>Retain for six (6) months after verification, then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

3/21/88 Derald G. Lurch
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

3/22/88 Paul P. Raby, Jr.
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

3/18/88 Paul G. Lurch
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

4/3/88 Edward J. Swanson
DATE SIGNATURE



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ITEM NO.	DESCRIPTION	RETENTION
5.	<u>Official Payroll Sheets</u> Computer produced report used by the Office to record required data for pay purposes.	Retain for one (1) year, then destroy.
6.	<u>Substitution Forms-Higher Pay (Form 192)</u> Used to record the necessary data which will authorize members to receive extra pay for substituting in a higher classification.	Retain for six (6) months after verification, and then destroy.
7.	<u>Daily Attendance Reports</u> Used to record employee attendance for payroll purposes.	<u>Administrative Services:</u> retain until all posting is completed and for one (1) year, then destroy. <u>Field Operations:</u> retain for one (1) month then destroy.
8.	<u>Official Personnel Folders (Active and Inactive)</u> Case folders arranged alphabetically, then by Social Security Number, containing the basic documents relating to the career of each employee of the Baltimore County Fire Department. Documents may include personnel actions such as assignments, reassignments, classifications and promotions. Emergency information such as next of kin, survivor benefits and insurance data may also be included along with documents which reflect qualifications, efficiency, awards and certificates of performance, and First Report of Injury.	Retain in office for five (5) years after termination of employment, then transfer to inactive storage for an additional forty-five (45) years. Then destroy.
9.	<u>Stationary/Tools Accounting</u> Computer produced report used to verify, by location, charges for stationary and tools.	Retain until verification has been completed and one (1) additional year, then destroy.
10.	<u>Station Order Tickets</u> Used by each station to request supplies and by Administrative Services to verify charges and to monitor spending.	Retain until charges have been verified and one (1) additional year, then destroy.
11.	<u>Motor Vehicles Summary Sheets</u> Computer produced reports show the cost and other relative data for each vehicle assigned to the Baltimore County Fire Department.	Retain most recent reports until rescinded or superseded, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
12.	<u>Requisitions</u> Used to request additional supplies, and to assign account numbers-Baltimore County Fire Department.	Retain for three (3) years, then destroy.
13.	<u>Direct Payment Requests</u> Used to authorize finance to make payment before or during purchase of a specific item from a specific vendor.	Retain for three (3) years, then destroy.
14.	<u>Vendor Files</u> Used to authorize payment for items purchased and received, these case folders, arranged by vendor name, contain petty cash slips, copies of paid bills, delivery tickets, goods received, and related papers.	All files will be retained one (1) year. Special exceptions retained until no longer needed or two (2) years, then destroy.
15.	<u>Purchase Order Files</u> Arranged by purchase order number, this file documents the authorization for a vendor to deliver and request payment for purchased items.	Retain for three (3) years, then destroy.
16.	<u>Public Relations Material</u> Arranged alphabetically by subject, this accumulation of material consists of original and copies of, announcements, releases, newsletters, and related data having to do with public relations matters. The following material may be included: a. press releases departmental newsletters newspaper clippings b. campaign materials public service announcements college intern programs job announcements professional association material	a. Permanent (these documents provide a historic review of the department) for eventual transfer to the State Archives. b. Screen periodically to destroy that material no longer needed for current business.
17.	<u>National Fire Incident Reporting System (NFIRS)</u> Consist of case filed records which, through the use of standardized forms, document the actions taken at the scene of a fire. Forms are completed by all fire companies in Baltimore County and forwarded to the Records Office. Each case may contain any of the following completed forms: a. Communications Dispatch Report b. Field Incident Report-Long Form c. Field Incident Report-Short Form d. Investigation Report e. Casualty Report-Civilian f. Casualty Report-Fire Service	Retain all reports until they have been computerized and batched, then microfilm and destroy originals. Retain microfilm for eight (8) years, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
18.	<u>Applicant Unit Files</u> Consists of materials submitted and/or accumulated during the screening and testing phases of the hiring process. Included are original notes, copies of letters and memorandums, directives and other general data and miscellaneous papers related to the individual applicants.	Retain all materials for three (3) years, then destroy.
19.	<u>General Correspondence Files</u> Consists of general subject files including original and copies of letters, memorandums, directives, reports, and other miscellaneous papers relating to the function and activities of the Applicant Unit.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
<u>INVESTIGATIVE SERVICES</u>		
20.	<u>Institutional Fire Drill Reports (Form 119)</u> Submitted quarterly by all educational occupancies, nursing homes and reformatories in Baltimore County these report forms document the conduct of monthly and bi-monthly fire drills as required by the Maryland Fire Prevention Code. The form shows the name of the institution, the number of personnel on duty, number participating, the type of fire drill, the date, and related information.	Screen annually and destroy that material over two (2) years old.
21.	<u>Correspondence Files</u> Arranged alphabetically by subject, this file contains original incoming and copies of outgoing correspondence, memorandums, and related data associated with fire prevention matters.	Screen annually to destroy that material no longer needed for current business.
22.	<u>Master Fire Prevention Address Files</u> Arranged alphabetically by street name and numerically by address, these files contain original incoming and copies of outgoing reports, memorandums, and correspondence of fire prevention matters.	Screen annually and destroy that material no longer needed for current business.
23.	<u>Suspicious Fire Records</u> The series of records consist of individual folders which are established upon the investigation of each suspicious fire in Baltimore County. Each folder may contain an Investigation Report (form 400)	Retain originals for three (3) years, then microfilm and destroy originals. Retain micro-



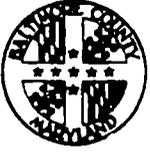
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ITEM NO.	DESCRIPTION	RETENTION
23	<p>photographs, P.D. Form 11, and other papers which document the cause, origin, and circumstances of the fire. Factors which contribute to the spread of the fire, injury to persons, extent of damage, and insurance coverage are also included.</p>	film for fifteen (15) years, then destroy.
24.	<p><u>OFFICE OF THE DEPUTY CHIEF</u></p> <p><u>Correspondence Files</u> Arranged alphabetically by subject, these files contain original incoming and copies of outgoing letters, memorandums, minutes of meetings, completed forms and other miscellaneous correspondence relating to activities and functions of the Baltimore County Fire Department.</p> <p><u>SAFETY OFFICE</u></p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.</p>
25.	<p><u>Correspondence Files</u> Consist of original incoming, and copies of outgoing letters, reports, memorandums and related materials having to do with compensation claims, damage and repairs, safety inspections and other subjects associated with activities of the Safety Office.</p>	Screen annually and destroy that material no longer needed for current business.
26.	<p><u>First Report of Injury (Form 14)</u> These forms are completed for all on-duty injuries and job related illnesses or diseases incurred by any member of the department. The form shows how the injury occurred, the type and location of injury, and whether or not the injury is a recurrence or relapse. The forms are submitted to the Safety Office along with the Supervisor's Accident Report.</p>	Retain original copies three (3) years, then microfilm and destroy original. Keep microfilm forty-five (45) years.
27.	<p><u>Vehicle Accident Report (Form 15)</u> These reports are submitted to the Safety Office along with the Supervisor's Accident Report whenever a county vehicle is involved in an accident resulting in property damage or personal injury, or when contact is made between vehicles and there is a potential for personal injury. The forms show a detailed description of the accident, insurance information, property damage, and any personal</p>	Retain until all claims have been satisfied, and for an additional five (5) years, then destroy.



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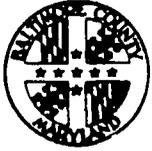
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27. cont.	injuries or fatalities which may have occurred.	
28.	<u>Liability Reports (Form 16A)</u> These reports are submitted to the Safety Office, along with the Supervisor's Accident Report, whenever personal injury or property damage is incurred by a non-employee, which does not involve a County vehicle.	Retain until all claims have been satisfied, and for one (1) additional year, then destroy.
	<u>EMERGENCY MEDICAL SERVICE</u>	
29.	<u>Ambulance Reports</u> Arranged by date, ambulance number and response number, these reports, with attachments, are created by ambulance attendants from all career and volunteer ambulance companies under the jurisdiction of the Baltimore County Fire Department. The reports generally show the physical condition of the patient being transported, the emergency medical services provided, the appropriate medical facility to which the patient is transported, and related data concerning care of the patient while in transport.	Retain reports until computerized and batched, then microfilm and destroy originals. Retain microfilm for eight (8) years, then destroy film.
30.	<u>Administrative Files</u> Consist of original incoming and copies of outgoing correspondence, reports, memoranda, and other data relating to the administrative and operational functions of the Emergency Medical Service Division (E.M.S.).	Screen annually and destroy that material no longer needed for current business.
31.	<u>EMS Personnel Files</u> Arranged alphabetically by name, these files reflect the training, proficiency level, certification and decertification of EMS personnel assigned to ambulance companies in Baltimore County.	Retain in EMS Division for eight (8) years after decertification, termination of employment, or individual has performed EMS duties (whichever is more recent), then destroy.
32.	<u>EMS Supervisor's Incident Report</u> Arranged by date, Paramedic unit number, and response number, these reports, with attachments, are created by EMS Supervisors. The report generally shows the narrative of the services performed by the EMS Supervisor. The drugs, CRT and/or EMT-P skills performed and related data concerning care of the patient while enroute.	Retain reports until computerized and batched, then microfilm and destroy originals. Retain microfilm for eight (8) years, then destroy the film.



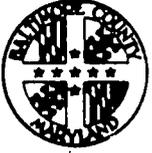
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ITEM NO.	DESCRIPTION	RETENTION
33.	<u>EMS Courses Completed</u> This file consists of class rosters, test scores and related data associated with previously conducted EMS courses. (1st Responder, EMT, CRT, IV, EMT-P, ACLS, etc.)	Retain for three (3) years or until final posting is completed, then destroy.
34.	<u>EMS Training Files</u> Consists of materials accumulated by the Division during the conducting of EMS training. Included are lesson plans, schedules, lecture material and similar or related documents.	Screen periodically to destroy that material no longer needed for current business.
<u>FIRE ACADEMY</u>		
35.	<u>General Correspondence Files</u> Arranged alphabetically by subject, this series contains original incoming and copies of outgoing letters, memorandums, reports, directives, and other miscellaneous papers which related to the activities and functions of the Fire Academy.	Screen annually to destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
36.	<u>Recruit Training Files</u> Arranged numerically by class graduation number, these files reflect by recruit standings the performance of Fire Academy graduates. Included are forms, correspondence and other documents which are related to the training rendered.	Retain for two (2) years, then retire to inactive storage for an additional forty-five (45) years, then destroy.
37.	<u>Volunteer Training Files</u> Arranged alphabetically by name of fire station, these files document the training conducted by all volunteer fire companies in Baltimore County.	Retain for two (2) years, then destroy.
38.	<u>Individual Training Folders (Career)</u> Arranged alphabetically by name of fireman, these case folders reflect the training and equipment proficiency level of each career fireman assigned to the Baltimore County Fire Department. The folders also contain certifications as a Baltimore County fire apparatus driver.	Retain for one (1) year after termination of employment, then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
	<p style="text-align: center;"><u>FIRE MAINTENANCE</u></p>	
39.	<p><u>Vendor File</u> Consist of daily tickets which confirm the receipt of maintenance parts purchased from outside vendors.</p>	Retain for three (3) years, then destroy.
40.	<p><u>Auxiliary Personnel Records</u> Maintained only for the convenience of the Maintenance Department, these personnel records include attendance records, overtime and vacation forms, accident reports, and any other data which may be of concern to the Maintenance Department.</p>	Retain until termination of employment or transfer then destroy.
41.	<p><u>Work Tickets</u> These tickets are used to document vehicles maintenance and repair. The tickets show the name, year, and number of the vehicle, the parts used for repair, description of work performed and costs.</p>	Maintain work history on each vehicle until vehicle has been disposed of, then destroy.
42.	<p><u>Purchase Order File</u> Consist of purchase orders, price agreements, contracts and related papers used to request maintenance parts and services from outside vendors.</p>	Retain for one (1) year, then destroy.
43.	<p><u>Apparatus/Equipment Repair Requisitions (Closed)</u> This file is composed of completed forms 189, used by individual stations to request repairs on apparatus, ambulances or similar equipment.</p>	Retain for one (1) year, then destroy.