

QUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. C-100

PAGE NO. 1

1. Requesting Agency - MONTGOMERY COUNTY
DEPARTMENT OF PUBLIC SAFETY

2. Division or Bureau of Requesting Agency
DIVISION OF FIRE PROTECTION

3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No. 5. Description of Records 6. Recommendation of Hall of Records and Board of Public Works.

1. **SUSPICIOUS NAME FILE**

Dates: 1954 --
Size: 3" x 5" cards
Form Number: FM-19, FM-21
File Arrangement: Alphabetical by name
Quantity: 1 linear foot

These files (FM-19 for adults, and FM-21 for juveniles) contain the name, address, personal description and occupation, and the location and date of the fire with which an individual was connected in cases in which the Fire Marshal believes that there were suspicious circumstances connected with the fire. There are also remarks on the card covering the connection between the person identified and the fire.

RECOMMENDATION: RETAIN PERMANENTLY.

2. **INSPECTION AND COMPLAINT RECORD**

Dates: 1955 --
Size: 4" x 6" cards
Form Number: FM-11
File Arrangement: By type of building, then alphabetical
Quantity: 6 linear feet

This is a card file of all buildings subject to inspection from which individual inspection assignments are made monthly. Once these assignments are determined, the Occupancy Form (FM-3 or FM-5, Item 3) is pulled and retained by the Fire Inspector until his inspection is complete. The Fire Code requires at least a yearly

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7. Agency, Division or Bureau Representative

[Signature] Signature [Signature] Title 7/27/61 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

8/7/1961 Date [Signature] Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

AUG 15 1961 Date [Signature] Secretary

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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Inspection of all non-single residence buildings, but due to lack of manpower it is impossible to comply with this requirement. Consequently, certain buildings, such as office buildings and certain commercial and industrial buildings considered to have a light hazardous occupancy use are inspected less frequently, and the Inspection and Complaints Record forms for these buildings are filed separately by area.

RECOMMENDATION: RETAIN FOR THE LIFE OF BUILDING AND THEN DESTROY.

3. LIGHT AND MODERATE HAZARD OCCUPANCY RECORD

Dates: 1955 --
 Form Number: FM-3, FM-5
 File Arrangement: By fire tax areas, then alphabetically and numerically by street
 Quantity: 16 file drawers

This file, which also includes a small number of High Hazard Occupancy Forms (FM-5), provides a record of all commercial buildings in Montgomery County, including schools, theaters, restaurants, churches, and all apartment buildings with more than four units. No single residencies or small apartments are included. The front of the form contains all necessary descriptive information about the building, including its size and type of construction. The reverse side contains space for information obtained on regularly scheduled inspections of the building by the Fire Marshal. There is room for 20 individual inspections on each form so that one form may suffice for seven to twenty years, depending on the number of inspections required annually. Any correspondence pertaining to the particular building is also filed in the folder with these forms.

RECOMMENDATION: RETAIN WHILE CURRENT AND FOR THREE YEARS THEREAFTER, AND THEN DESTROY.

4. FIRE REPORTS

Dates: 1956 --
 Form Number: FM-2
 File Arrangement: By fire department, then monthly
 Quantity: 4 file drawers
 Annual Accumulation: 1 file drawer

When a Fire Department returns from a call it reports on the fire to the Central Fire Alarm Board. The latter organization prepares a Fire Report giving details of the building or vehicle fire, including the amount of loss and the cause of the fire. These reports are sent to the Division of Fire Protection and used to prepare the Monthly Summary of Fire Reports (Item 6).

RECOMMENDATION: RETAIN FOR FIVE YEARS (ONE YEAR IN OFFICE, FOUR YEARS IN COUNTY RECORD CENTER) AND THEN DESTROY.

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AUG 15 1961

Andrew Steubert
SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

5. DAILY REPORT FOR FIRE MARSHAL'S OFFICE

Dates: 1952 --
File Arrangement: Chronological
Quantity: 1 Cubic Foot

This is a report prepared by the Central Fire Alarm Board which is sent to the Fire Marshal's Office. It is a daily listing of all fires responded to by each Fire Company, giving the time the fire is reported, the name of the dispatcher, the location and nature of the fire, and the companies which responded to the fire. The Fire Marshal's Office investigates certain types of fires and notes on the report the approximate loss and the cause of the fire.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

6. MONTHLY SUMMARY OF FIRE REPORTS

Dates: 1956 --
Form Number: FM-21A
File Arrangement: By Fire Department, then monthly

The Monthly Summary of Fire Reports is prepared from the individual Fire Reports (Item 4) submitted by the Central Fire Alarm Board and is used primarily for a monthly report by the Fire Marshal to the County Manager, copies of which are found in the General Correspondence file (Item 9). It contains a summarization, by fire departments, of the nature and cause of fires and the loss to buildings and their contents. The Monthly Summary is filed together with the daily Fire Reports for each department.

RECOMMENDATION: RETAIN FOR FIVE YEARS (ONE YEAR IN OFFICE AND FOUR YEARS IN COUNTY RECORD CENTER) AND THEN DESTROY.

7. FIRE INVESTIGATION REFERENCE CARD

Dates: 1954 --
Form Number: FM-18, FM-20
Size: 3" x 5" cards
File Arrangement: Alphabetical

The Fire Code requires that all fires of a suspicious nature, fires involving loss of life and fires involving large property loss, be investigated by the Fire Marshal. This is a card file of information obtained by the Fire Marshal's staff at the scene of a fire. The file contains the name of the building owner, the address, the date and cause of the fire, and the loss involved. It is used for reference when suspicious fires occur in the same neighborhood and for other special purposes. The Occupant Card (FM-20) is prepared and filed separately when the occupant of the building is not the owner.

RECOMMENDATION: RETAIN FOR THIRTY YEARS AND THEN DESTROY.

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(Continuation Sheet)

4. 1. No. 5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

8. ANNUAL LICENSE FILE OF HAZARDOUS OCCUPATIONS

Date: Current
Size: 3" x 5" cards
File Arrangement: Alphabetical
Quantity: 1 Linear foot
Annual Accumulation: Negligible

This file is a record of businesses and institutions having a high hazard operation or hazardous storage conditions on the premises and which require annual licensing under Section 84.5 of the Fire Prevention Code of Montgomery County. Also included is a list of companies (except the fire departments) which repair or recharge fire extinguishers for a fee. The Fire Marshal inspects those businesses and institutions and then issues a license for hazardous occupation.

RECOMMENDATION: RETAIN CARDS WHILE CURRENT OR FOR THREE YEARS, WHICHEVER IS LATER, AND THEN DESTROY.

9. GENERAL CORRESPONDENCE

Dates: 1950 --
Quantity: 2 file drawers
Annual Accumulation: 1 Linear foot
File Arrangement: Alphabetical

This is a file of correspondence with County departments and agencies, the Board of Education, the National Fire Protection Association, insurance companies, and manufacturers dealing with different types of fire protection equipment.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

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Andrew Heuback, Jr.
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