

**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

Schedule No.

C - 799

Page No.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

**AGENCY** *Fire Dept*

**DIVISION** *TRAINING*

Item No.	Description	Retention
1	General Correspondence - Incoming and outgoing letters and memorandum pertaining to the operations of the Division.	Retain 5 years, then destroy.
2	Training Records - Overall training for volunteer and career fire personnel. One folder for overall training, and one for Hazardous Materials training in hard copy. The computerized records are overall training kept on Mainframe.	
	A. Hard Copy Folder (career & volunteer)	Retain 5 years after retirement, resignation, termination, or in-active status, then destroy.
	B. Computerized	Hard copy placed in training file, computer record deleted upon retirement, resignation, or termination.
	1. Career	Retain 5 years after in-active status, resignation, or termination, then delete.
	2. Volunteer	
3	Training Reports - Reports recording any training taken by an individual which is data entered into computer training record.	Retain current fiscal year plus 1 fiscal year prior, then destroy.
4	Statistics for Awards - Information compiled for awards to personnel.	Retain for 5 years, then destroy.

Schedule Approved by  
Records Management Officer

*4/2/97*  
Date

*Jacqueline D. Ryan*  
Signature

Schedule Approved by  
Chief Administrative Officer

*4/8/97*  
Date

*[Signature]*  
Signature

Schedule Approved by  
Agency, or Division Representative

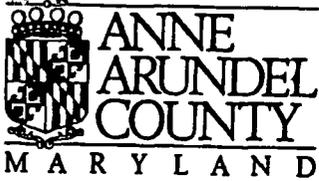
*3-26-97*  
Date

*Joseph B. [Signature]*  
Signature

Schedule Approved by  
State Archivist

**MAY 5 1997**  
Date

*Edward C. [Signature]*  
Signature



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Item No.	Description	Retention
5	Annual Report Information - Information reported on a yearly basis.	Retain for 3 years, then destroy.
6	Volunteer Qualification Records - These records include all types of training/certifications each individual possesses. This determines which equipment the individual is allowed to operate and what activities they may act upon. Hard copy books are organized by company and alphabetically. Computer mainframe is indexed by social security number. It is backed up both daily and weekly, and three backup generations are retained.	Retain 10 years after in-active status, resignation, or termination, then destroy.
7	Rosters - List of all employees who attended training programs.	Retain 50 years, then destroy.
8	National Certification Records - Applications, including supporting documentation, submitted by individuals and approved by A.T.R.A. for State and National Certification in accordance with M.F.S.P.Q.B. Standards.	Retain 50 years, or until all audit requirements are met, then destroy.