	DEPARTMENT OF GENERAL S		Schedule No. C1199
	RECORDS MANAGEMENT DI RECORDS RETENTION AND DISPOS		Page 1 of 2
Agency	 Howard County Government Fire & Rescue Services 	Division/Unit: Inf	ormation Technology
Item No.	Description		Retention
	"The issuance of a legal hold by the Of portion of this record retention policy of calls for the disposal, transfer, or destru the hold, until the hold has been released record that is subject to a legal hold ma transferred, or destroyed, even if the sche passed. Any person preparing to alter destroy a record must ascertain whether the record before doing so."	or schedule that otherwise ction of records subject to l by the Office of Law. No ay be altered, disposed of, eduled destruction date has r, dispose of, transfer, or	
1	FireRMS (Records Management System) Data - National Fire Incident Reporting System (NFIRS each emergency incident to which the fire depart stamps, description of the nature of the emergence specific indicators for fire incidents, and narrative officers. This is a vital record to the Continuity of legal record.	b) as necessary to be tracked for ment responds. Includes time by and the action taken, fire es by incident commander and	Retain in office for 5 years or until no longer needed for business purposes, whichever is later, then destroy.
2	Length of Service Award Program (LOSAP) Dat benefits both annually and after 30 years of credi firefighters. Creditable service is awarded annua combination of activities, including responding to staffing the fire station during an incident, attend as defined by law. This information must be main Volunteer member. This is a legal document and	table service to volunteer Ily and based on a o an emergency incident, ing meetings & other activities ntained for the life of the	Retain for 30 years or until no longer needed for business purposes, whichever is later, then destroy.
Division Date: Signatur Fyped N	e Approved by Department, Agency, or Representative 4/7/17 re:ACCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCCC	Schedule Approved by Cou Representative Date: 4/16/14 Signature:	inty Records Management
Schedul Date: Signatur	e Authorized by State Archivist e: 5-15-14 TurPad	, -	

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1199 Page 2 of 2
	oward County Government Division/Unit: Information re & Rescue Services	Technology
ltem No.	Description	Retention
3	 User and Shared Files – This is all electronically generated data stored on the department's file servers which includes: a) Letters, memos, saved emails, photographs, etc. b) Contracts, user guides, training videos and audios, and reports on operations. c) Vital COOP records and original files which pertain to ongoing operations which is necessary to document department's history. 	 a) Retain 3 years or until no longer needed for business purposes, whichever is later, then destroy. b) Retain until expired or no longer needed for business purposes, whichever is later, then destroy. c) Permanent: Electronic data backups should be performed regularly and forwarded every 5 yrs to MSA.
4	Electronic Patient Care Reporting (ePCR) data - Documents all data defined by the National Incident Management System (NIMS) and state of MD Emergency Management System (EMS) oversight body Maryland Institute of Emergency Medical Services Systems (MIEMSS) as necessary to be tracked for each emergency medical incident to which the fire department responds. This is a vital record to the continuity of Operations (COOP) and is a legal record.	Retain for 50 years or until no longer needed for business purposes, whichever is later, then destroy.
5	Payroll Data - This is all electronically generated time and attendance data for full-time and contingent employees. These are legal and vital records (COOP). These are also the original files.	Retain for 15 years beyond active duty or termination date, whichever is later, then destroy.

1. Department (Please include bureau or section): Fire & Rescue – Information Technology		
2. Address:	3. Zip Code:	4. Date:
6751 Columbia Gateway Drive, Columbia, MD	21046	2/27/2012
5. Person Completing Form:	6. Title:	7. Phone:
Steve Wilson	IT Manager	410-313-6050

9. Variant or Alternate Titles (abbreviations OK): FireRMS 10. Record Series (you may attach representative documents): This information documents all data defined by the National Fire Incident Reporting System (NFIRS) as necessary to be tracked for each emergency incident to which the Fire Department responds. It includes the submy, description the nature of the emergency and the emergency and attach representative by incident to which the system is capable of also collecting emergency medical services (EMB) information, it includes the statemage, description the nature of the emergency and contrast services (EMB) information, it is not used in this way. The FireRMS system also contains archival training records and a complete personnel database. 11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? X YesNo 12. What is the primary value of this record?AdministrativeLegalFiscalHistorical 13. Are these records subject to audit and/or ligation? 14. List all specific legal citations which govern this series: National Fire Prevention and Control Act, Public Law 93-498 15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series? Electronic Records stored on MS SQL Server 16. Is this record series the enginal or 'record' copy? YesNo 17. How long are these records have become inactive, how long would you like to store them off-site? Unnecessary. 19. Recommended Retention: Permanent electronic storage 20. Will these records have become inactive, how long would you like to store them off-site? Unnecessary. 19. Recommended Retention: Permanent electronic storage 20. Will these records have become inactive, how long would you like to store them off-site? Unnecessary. 19. Recommended Retention: Permanent electronic storage 20. Will these records have become inactive, how long would you like to store them off-site? Unnecessary. 19. Recommended Retention: Permanent electro	8. Record Series Title (no abbreviations): Fire Incident Reporting (NFIRS)
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents). This information documents all data defined by the National Fire Incident Reporting System (NFIRS) as necessary to be tracked for each emergency and the actions taken, fire-incident twinking in incident to which the Fire Department responds. It includes time stams, description of the nature of the emergency and the actions taken, fire-incidents, and narratives by incident commander and company officers. Though the system is capable of also collecting emergency medical services (EMS) information, it is not used in this way. The FireRMS system also contains archival training records and a complete personnel database. 11. ht we event of a disaster, is this record? A '' e's ''s ''s ''s ''s ''s ''s ''s ''s	
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If so, at what point in the retention will this happen? Not applicable	19. Recommended Retention: Permanent electronic storage
21.	
1 0	Not applicable
Signature of Bureau Chief or Program Manager:	
	Signature of Bureau Chief or Program Manager:

2. Address: 6751 Columbia Gateway Drive, Columbia, MD		
	3. Zip Code: 21046	4. Date: 2/27/2012
5. Person Completing Form: Steve Wilson	6. Title: IT Manager	7. Phone: 410-313-6050
RECORD I	NFORMATION	
8. Record Series Title (no abbreviations): Electronic Patient Care Rep	ports (ePCR)	
9. Variant or Alternate Titles (abbreviations OK): ePCR / MIR		
10. Record Series Description. Include the purpose of this record series in this record series (you may attach representative documents): This information documents all data defined by the National Medical Inbody (MIEMSS) as necessary to be tracked for each emergency med description of the nature of the medical emergency and the actions ta	ncident Reporting System (NIMS) and t ical incident to which the Fire Departme	he State of Maryland EMS oversight ent responds. It includes time stamps,
11. In the event of a disaster, is this record vital to the Continuity of O_1 <u>X</u> Yes <u>No</u>		
12. What is the primary value of this record?		
AdministrativeXLegalFiscalI	Historical	
13. Are these records subject to audit and/orX litigation litigation	ation?	
14. List all specific legal citations which govern this series: COMAR 30.03.04.04		
5. What format types (e.g. paper, computer data, microfilm, videos, e	etc.) are included in this series?	
Electronic Records stored on MS SQL Server and MySQL Server; Pap	per records archived by Medical Duty O	fficer
16. Is this record series the original or "record" copy? <u>X</u> Yes	No	1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -
If not, where can the official copy be found?		
7. How long are these records needed for day-to-day business function	ons (daily, weekly, monthly, annually)?	Indefinitely.
 How long are these records needed for day-to-day business function After these records have become inactive, how long would you like 		Indefinitely.
8. After these records have become inactive, how long would you like	e to store them off-site? Unnecessary.	Indefinitely.
8. After these records have become inactive, how long would you like 9. Recommended Retention: Permanent electronic storage. Paper of	e to store them off-site? Unnecessary.	Indefinitely.
8. After these records have become inactive, how long would you like 9. Recommended Retention: Permanent electronic storage. Paper of 0. Will these records ever bemicrofilmed orscann	e to store them off-site? Unnecessary. may be disposed of after three years.	Indefinitely.

1. Department (Please include bureau or section): Fire & Rescue – Information Technology		
2. Address:	3. Zip Code:	4. Date:
6751 Columbia Gateway Drive, Columbia, MD	21046	2/27/2012
5. Person Completing Form:	6. Title:	7. Phone:
Steve Wilson	IT Manager	410-313-6050

1. Department (Please include bureau or section): Fire & Rescue – Information Technology		121 1 12
2. Address:	3. Zip Code:	4. Date:
6751 Columbia Gateway Drive, Columbia, MD	21046	2/27/2012
5. Person Completing Form:	6. Title:	7. Phone:
Steve Wilson	IT Manager	410-313-6050

8. Record Series Title (no abbreviations): User and Shared Files
9. Variant or Alternate Titles (abbreviations OK): G, K, T and U drives
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents): This is all electronically generated user data stored on the Department's file servers.
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)?YesNo
12. What is the primary value of this record?
XAdministrative Legal FiscalHistorical
13. Are these records subject to audit and/or litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series? Electronic Records stored on Windows Servers and Supporting NAS Devices
16. Is this record series the original or "record" copy? X Yes No If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? Indefinitely.
18. After these records have become inactive, how long would you like to store them off-site? Unnecessary.
19. Recommended Retention: Permanent electronic storage.
20. Will these records ever bemicrofilmed orscanned into an optical imaging system? If so, at what point in the retention will this happen?
Not applicable
21.
Signature of Bureau Chief or Program Manager:

1. Department (Please include bureau or section): Fire & Rescue – Information Technology		
2. Address:	3. Zip Code:	4. Date:
6751 Columbia Gateway Drive, Columbia, MD	21046	2/27/2012
5. Person Completing Form:	6. Title:	7. Phone:
Steve Wilson	IT Manager	410-313-6050

8. Record Series Title (no abbreviations): Time and Attendance Data
9. Variant or Alternate Titles (abbreviations OK): Payroll
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):
This is all electronically generated time and attendance data for full time and contingent employees.
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)?YesNo
12. What is the primary value of this record?
Administrative XLegalFiscalHistorical
13. Are these records subject to X audit and/or X litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?
Electronic Records stored on MSSQL Server
16. Is this record series the original or "record" copy? X Yes No
If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? Indefinitely.
18. After these records have become inactive, how long would you like to store them off-site? Unnecessary.
19. Recommended Retention: Permanent electronic storage.
20. Will these records ever bemicrofilmed orscanned into an optical imaging system? If so, at what point in the retention will this happen?
Not applicable
21. Signature of Bureau Chief or Program Manager:

2. Address: 6751 Columbia Gateway Drive, Columbia, MD	3. Zip Code: 21046	4. Date: 2/27/2012
5. Person Completing Form:	6. Title:	7. Phone:
Steve Wilson	IT Manager	410-313-6050
RECORI	DINFORMATION	
3. Record Series Title (no abbreviations): SQL Server Data	and the second second	
9. Variant or Alternate Titles (abbreviations OK): Miscellaneous D	atabase Records	A CONTRACTOR
 Record Series Description. Include the purpose of this record n this record series (you may attach representative documents): 	series (why you collect the information, ho	w you use it, etc.) and the data include
This is all data stored in SQL format not specified as part of anoth	er records series. It may include but is not	limited to inventory data, reporting data
nternal helpdesk records, internal website data and blog data.		
In the event of a disaster, is this record vital to the Continuity of X Yes No	of Operations (COOP)?	
2. What is the primary value of this record?		
XAdministrative Legal Fiscal	Historical	
13. Are these records subject to audit and/or litig		
13. Are these records subject to audit and/or litigation litigation litigation litigation litigation which govern this series:		
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