

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

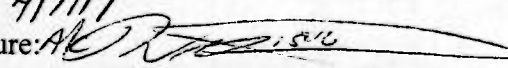
Schedule No. C1199

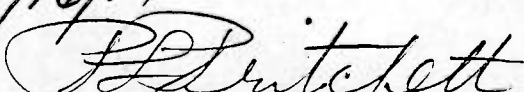
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Agency: Howard County Government
 Fire & Rescue Services

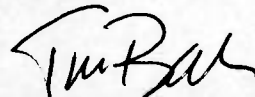
Division/Unit: Information Technology

Item No.	Description	Retention
	<p>“The issuance of a legal hold by the Office of Law overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the Office of Law. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so.”</p>	
1	<p>FireRMS (Records Management System) Data - Documents all data defined by National Fire Incident Reporting System (NFIRS) as necessary to be tracked for each emergency incident to which the fire department responds. Includes time stamps, description of the nature of the emergency and the action taken, fire specific indicators for fire incidents, and narratives by incident commander and officers. This is a vital record to the Continuity of Operations (COOP) and is a legal record.</p>	<p>Retain in office for 5 years or until no longer needed for business purposes, whichever is later, then destroy.</p>
2	<p>Length of Service Award Program (LOSAP) Data - The State of MD provides benefits both annually and after 30 years of creditable service to volunteer firefighters. Creditable service is awarded annually and based on a combination of activities, including responding to an emergency incident, staffing the fire station during an incident, attending meetings & other activities as defined by law. This information must be maintained for the life of the Volunteer member. This is a legal document and is part of COOP.</p>	<p>Retain for 30 years or until no longer needed for business purposes, whichever is later, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative
 Date: 4/7/14
 Signature: 
 Typed Name: **William Anuszewski**
 Title: **Assistant Chief, Administrative Services**

Schedule Approved by County Records Management Representative
 Date: 4/16/14
 Signature: 

Schedule Authorized by State Archivist

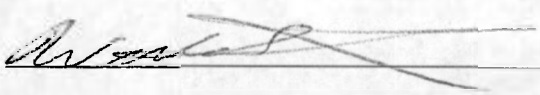
Date: 5-15-14
 Signature: 

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1199
		Page 2 of 2
Agency: Howard County Government Fire & Rescue Services		Division/Unit: Information Technology
Item No.	Description	Retention
3	User and Shared Files – This is all electronically generated data stored on the department’s file servers which includes: <ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> 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.

RECORDS RETENTION INVENTORY WORKSHEET

1. Department (Please include bureau or section): Fire & Rescue – Information Technology		
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 INFORMATION

8. Record Series Title (no abbreviations): Fire Incident Reporting (NFIRS)
9. Variant or Alternate Titles (abbreviations OK): FireRMS
<p>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):</p> <p>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 time stamps, description of the nature of the emergency and the actions taken, fire-specific indicators for 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.</p> <p>The FireRMS system also contains archival training records and a complete personnel database.</p>
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12. What is the primary value of this record? <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Fiscal <input type="checkbox"/> Historical
13. Are these records subject to <input type="checkbox"/> audit and/or <input checked="" type="checkbox"/> litigation?
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 original or "record" copy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 be <input type="checkbox"/> microfilmed or <input type="checkbox"/> scanned 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: 

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RECORD INFORMATION

8. Record Series Title (no abbreviations): Electronic Patient Care Reports (ePCR)
9. Variant or Alternate Titles (abbreviations OK): ePCR / MIR
<p>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):</p> <p>This information documents all data defined by the National Medical Incident Reporting System (NIMS) and the State of Maryland EMS oversight body (MIEMSS) as necessary to be tracked for each emergency medical incident to which the Fire Department responds. It includes time stamps, description of the nature of the medical emergency and the actions taken, patient vitals and symptoms, and narratives by primary EMS provider.</p>
<p>11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>12. What is the primary value of this record?</p> <p><input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Fiscal <input type="checkbox"/> Historical</p>
<p>13. Are these records subject to <input type="checkbox"/> audit and/or <input checked="" type="checkbox"/> litigation?</p>
<p>14. List all specific legal citations which govern this series:</p> <p>COMAR 30.03.04.04</p>
<p>15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?</p> <p>Electronic Records stored on MS SQL Server and MySQL Server; Paper records archived by Medical Duty Officer</p>
<p>16. Is this record series the original or "record" copy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, where can the official copy be found?</p>
<p>17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? Indefinitely.</p>
<p>18. After these records have become inactive, how long would you like to store them off-site? Unnecessary.</p>
<p>19. Recommended Retention: Permanent electronic storage. Paper may be disposed of after three years.</p>
<p>20. Will these records ever be <input type="checkbox"/> microfilmed or <input type="checkbox"/> scanned into an optical imaging system?</p> <p>If so, at what point in the retention will this happen?</p> <p>Not applicable</p>
<p>21.</p> <p>Signature of Bureau Chief or Program Manager: </p>

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RECORD INFORMATION

8. Record Series Title (no abbreviations): Length of Service Awards Program (LOSAP)
9. Variant or Alternate Titles (abbreviations OK): LOSAP
<p>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):</p> <p>The State of Maryland provides benefits both annually and after 30 years of creditable service to volunteer firefighters. Creditable service is awarded annually, and based on a combination of activities, including responding to an emergency incident, staffing the fire station during an incident, attending meetings, fulfilling administrative functions and other activities as defined by law. This information must be maintained for the life of the Volunteer member.</p>
<p>11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>12. What is the primary value of this record?</p> <p><input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Fiscal <input type="checkbox"/> Historical</p>
<p>13. Are these records subject to <input checked="" type="checkbox"/> audit and/or <input checked="" type="checkbox"/> litigation?</p>
<p>14. List all specific legal citations which govern this series:</p> <p>Howard County Code 17.103</p>
<p>15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?</p> <p>Electronic Records stored on MS SQL Server</p>
<p>16. Is this record series the original or "record" copy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not, where can the official copy be found?</p>
<p>17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? Indefinitely.</p>
<p>18. After these records have become inactive, how long would you like to store them off-site? Unnecessary.</p>
<p>19. Recommended Retention: Permanent electronic storage.</p>
<p>20. Will these records ever be <input type="checkbox"/> microfilmed or <input type="checkbox"/> scanned into an optical imaging system?</p> <p>If so, at what point in the retention will this happen?</p> <p>Not applicable</p>
<p>21.</p> <p>Signature of Bureau Chief or Program Manager: </p>

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RECORD INFORMATION

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)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12. What is the primary value of this record? <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Legal <input type="checkbox"/> Fiscal <input type="checkbox"/> Historical
13. Are these records subject to <input type="checkbox"/> audit and/or <input type="checkbox"/> 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 be <input type="checkbox"/> microfilmed or <input type="checkbox"/> scanned 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: 

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RECORD INFORMATION

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)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12. What is the primary value of this record? <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Legal <input type="checkbox"/> Fiscal <input type="checkbox"/> Historical
13. Are these records subject to <input checked="" type="checkbox"/> audit and/or <input checked="" type="checkbox"/> 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? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 be <input type="checkbox"/> microfilmed or <input type="checkbox"/> scanned 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: 

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RECORD INFORMATION

8. Record Series Title (no abbreviations): SQL Server Data
9. Variant or Alternate Titles (abbreviations OK): Miscellaneous Database Records
<p>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):</p> <p>This is all data stored in SQL format not specified as part of another records series. It may include but is not limited to inventory data, reporting data, internal helpdesk records, internal website data and blog data.</p>
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
12. What is the primary value of this record? <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Legal <input type="checkbox"/> Fiscal <input type="checkbox"/> Historical
13. Are these records subject to <input type="checkbox"/> audit and/or <input type="checkbox"/> 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 and MySQL Server
16. Is this record series the original or "record" copy? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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 be <input type="checkbox"/> microfilmed or <input type="checkbox"/> scanned 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: 