CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. / M-107
	FIRE DEPARTMENT	Division: **ADMINISTRATION**
Item No.	**Description**	**Retention**
1.	**General Correspondence** Original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.	Screen annually and destroy the material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development, and accomplishments of the office. Transfer periodically to the Maryland State Archives.
2.	**Personnel Files** Personnel records for current employees. Includes: injury reports, disciplinary action, commendation, promotions, awards, leave records, etc.	Retain for three years after termination date, then destroy.
3.	**Budgets** Operating, Capital Improvement and Program budgets and related materials.	Retain for one year, then destroy.

Edward P. Sherlock, Jr — February 29, 2000
Department Director — Date

P. Bembe — 3/10/00
City Clerk — Date

Edward C. Papenfuse — APR 27 2000
Schedule Approved by State Archivist — Date

CITY OF ANNAPOLIS RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M-107
	FIRE DEPARTMENT	Division: **ADMINISTRATION**
Item No.	**Description**	**Retention**
4.	**Hose Records** Inventory of fire hose for each station in the City.	Retain for the life of the hose, then destroy.
5.	**Incident Reports** Fire Department Form 28A- to record incidents that need to be documented and reviewed by others; to resolve the issue to take further action necessary.	Retain for three years, then destroy.
6.	**E. S. Garnett Firemen's Welfare Fund** Savings Pass Book, for deposit only, not withdrawals. Reconciliation of bank statement fund established for the Professional Firefighters Local 1926, to be used by them at their discretion. Donations from the public.	Retain until the passbook is completed, audited, then destroy.
7.	**Petty Cash Fund** Receipts for Petty Cash slips. Items reimbursed for small purchases.	Retain for one year or until audited, then destroy.
8.	**Directive Records** Orders published weekly. Items of interest to the employees of the department, notices of training, action taken by the City Council that pertains to Fire Department, special details, changes in department operations.	Maintain until superceded, then destroy.

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE _____ OF _____

1. Department	2. Division	3. Unit
Fire	Administration	Fire Chief

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Personnel files (Past employees)	5. Earliest Year/Latest Year _____ to _____

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Personnel record for past employees, Includes: completed job Application, Payroll records, insurance & benefit information, injury reports, disciplinary action, commendations, Promotions, award etc.

7. Record Series Format(s)

- ☑ Letter Size
- ☐ Micro Film
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. Record Series Sequence

- ☑ Alphabetical
- ☐ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. Volume

	Number
☑ File Drawer(s)	4
☐ Microfilm Reel(s)	
☐ Computer Tape(s)	
☐ Other (Specify)	

10. Annual Accumulation

	Number
☐ File Drawer(s)	
☐ Microfilm Reel(s)	
☐ Computer Tape(s)	
☑ Other (Specify)	varies

11. File is Used

☐ Daily ☐ Weekly ☐ Monthly ☑ other

12. File Becomes Inactive After

Indefinite _____ Number ☐ Month(s) ☑ Year(s)

13. Current Location(s) (Bldg. Floor, Room)

Fire Administration Office
Chief's office

14. Is Record Series Duplicated Elsewhere?
(If yes, specify office) Personnel Dept.
☐ No ☑ Yes

15. Access Restrictions ☑ Yes ☐ No
(If yes, cite law(s) & regulations)

16. Audit Requirements

☑ None ☐ State ☐ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.)
☐ Yes ☑ No

18. Recommended Retention FIVE YEARS AFTER TERMINATION ?

19. Name and Title of Preparer Edward P. Sherlock, Jr. Fire Chief

20. Telephone Number 410-263-7975

21. Date 7/30/96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE _____ OF _____
1. Department Fire	2. Division Administration	3. Unit Fire Chief

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Personnel files (Current employees)	_____ to 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Personnel records for current employees. Includes: completed application, Payroll records, insurance & benefit information, injury reports, disciplinary action, Commendations, promotions, awards etc.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☑ Letter Size ☐ Micro Film ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☑ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (Specify) _____	Number ☑ File Drawer(s) 2 ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☐ Other (Specify) _____
		10. Annual Accumulation Number ☐ File Drawer(s) _____ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☑ Other (Specify) varies

11. File is Used	12. File Becomes Inactive After
☑ Daily ☐ Weekly ☐ Monthly	indefinite _____ Number ☐ Month(s) ☑ Year(s)
13. Current Location(s) (Bldg. Floor, Room) Fire Administration office Chief's office	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☐ No ☑ Yes Personnel Dept.
15. Access Restrictions ☑ Yes ☐ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☑ No	18. Recommended Retention 5 YRS AFTER TERMINATION ~~Keep as long as employee is active.~~ ~~Not sure after they are no longer active.~~

19. Name and Title of Preparer Edward P. Sherlock, Jr. Fire Chief

20. Telephone Number	21. Date
410-263-7975	7/30/96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE _____ OF _____
1. Department Fire	2. Division Administration	3. Unit Fire Chief

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Operating Budget (Current Year)	FY 96 to FY 98

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.
Operating Budget file includes: requests from various divisions, actual budget, transfer requests, etc.

7. Record Series Format(s)

- ☑ Letter Size
- ☐ Micro Film
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☑ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. Volume

	Number
☐ File Drawer(s)	1
☐ Microfilm Reel(s)	
☐ Computer Tape(s)	
☑ Other (Specify)	Binder

10. Annual Accumulation

	Number
☐ File Drawer(s)	
☐ Microfilm Reel(s)	
☐ Computer Tape(s)	
☑ Other (Specify)	Binder

11. File is Used

☑ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

1 Number ☐ Month(s) ☑ Year(s)

13. Current Location(s) (Bldg. Floor, Room)
Fire Administration - Chief's Office

14. Is Record Series Duplicated Elsewhere?
(If yes, specify office)
☑ No ☐ Yes

15. Access Restrictions ☑ Yes ☐ No
(If yes, cite law(s) & regulations)

16. Audit Requirements

☑ None ☐ State ☐ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.)
☐ Yes ☑ No

18. Recommended Retention

1 year

19. Name and Title of Preparer Edward P. Sherlock, Jr. Fire Chief

20. Telephone Number 410-263-7975

21. Date 7/30/96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE _____ OF _____
1. Department Fire	2. Division Administration	3. Unit Fire Chief

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Capital Improvement Budget	5. Earliest Year/Latest Year _____ to _____

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Backup material and justification forms for large-scale and costly expenditures such as; fire apparatus, construction or renovation of buildings or buildings, implement new programs, etc.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☑ Letter Size ☐ Micro Film ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☑ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☑ Other (Specify) By Priority	Number ☐ File Drawer(s) _____ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☑ Other (Specify) Folder **10. Annual Accumulation** Number ☐ File Drawer(s) _____ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☑ Other (Specify) Folder

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☑ Varies	1 (Number) ☐ Month(s) ☑ Year(s)
13. Current Location(s) (Bldg. Floor, Room) Fire Administration (Chief's Office)	**14. Is Record Series Duplicated Elsewhere?** (If yes, specify office) ☐ No ☑ Yes Central Services & Finance
15. Access Restrictions ☐ Yes ☑ No (If yes, cite law(s) & regulations)	**16. Audit Requirements** ☑ None ☐ State ☐ Federal ☐ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☑ No	**18. Recommended Retention** 1 year

19. Name and Title of Preparer Edward P. Sherlock, Jr	
20. Telephone Number 410-263-7975	21. Date 7/31/96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE _____ OF _____
1. Department Fire	2. Division Administration	3. Unit Fire Chief

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title Program Budget	5. Earliest Year/Latest Year _____ to _____

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. a budget system predicated on succinctly defining the department's mission statement. Forms that are used to cost out and measure program goals & effectiveness.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☑ Letter Size ☐ Micro Film ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☑ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☑ Other (Specify) By Program	Number ☐ File Drawer(s) _____ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☑ Other (Specify) Solden **10. Annual Accumulation** Number ☐ File Drawer(s) _____ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☑ Other (Specify) Solden

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☑ Varies	1 (Number) ☐ Month(s) ☑ Year(s)
13. Current Location(s) (Bldg. Floor, Room) Fire Administration Chief's Office	**14. Is Record Series Duplicated Elsewhere?** (If yes, specify office) ☐ No ☑ Yes Finance
15. Access Restrictions ☐ Yes ☑ No (If yes, cite law(s) & regulations)	**16. Audit Requirements** ☑ None ☐ State ☐ Federal ☐ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☑ No	**18. Recommended Retention** 1 Year

19. Name and Title of Preparer Edward P. Sherlock, Jr	
20. Telephone Number 410-263-7975	21. Date

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE _____ OF _____
1. Department Fire	2. Division Administration	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Incident reports	1973 to 1976

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Fire Department forms #28 + 28A - to record incidents that need to be documented & reviewed by others, to resolve the issue, to take further action as necessary.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☑ Letter Size ☐ Micro Film ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☐ Alphabetical ☐ Numerical ☑ Chronological ☐ Geographical ☐ Other (Specify) _____	Number ☐ File Drawer(s) _____ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☑ Other (Specify) file folders
		10. Annual Accumulation Number ☐ File Drawer(s) _____ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☑ Other (Specify) file folders 2

11. File is Used	12. File Becomes Inactive After
☐ Daily ☑ Weekly ☐ Monthly	36 Number ☑ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg. Floor, Room) file room Fire Headquarters	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) Sometimes, Personnel Office. ☐ No ☑ Yes
15. Access Restrictions ☐ Yes ☑ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☑ No	18. Recommended Retention 36 months

19. Name and Title of Preparer Patricia A. Cops, Administrative assistant / Secretary

20. Telephone Number 410-263-7975	21. Date 8/8/96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE _____ OF _____
1. Department FIRE	2. Division Administration	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title: E.S. Garrett Firemen's Welfare fund

5. Earliest Year/Latest Year: 1973 to 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Savings Pass Book, for deposit only. Not withdraws. Reconciliation of Bank Statement. Fund established for the Professional Firefighters Local 1926, to be used By them at their discretion. Donations from the Public

7. Record Series Format(s)

- ☐ Letter Size
- ☐ Micro Film
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☑ Other (Specify) Bank Book

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☑ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. Volume

Number

- ☐ File Drawer(s) _____
- ☐ Microfilm Reel(s) _____
- ☐ Computer Tape(s) _____
- ☑ Other (Specify) 1-file folder

10. Annual Accumulation

Number

- ☐ File Drawer(s) _____
- ☐ Microfilm Reel(s) _____
- ☐ Computer Tape(s) _____
- ☑ Other (Specify) file folder-1

11. File is Used

☐ Daily ☐ Weekly ☑ Monthly

12. File Becomes Inactive After

Indefinite Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg. Floor, Room)

File Room, Headquarters

14. Is Record Series Duplicated Elsewhere? (If yes, specify office)

☐ No ☑ Yes Farmers National Bank

15. Access Restrictions ☑ Yes ☐ No (If yes, cite law(s) & regulations)

16. Audit Requirements

☐ None ☐ State ☑ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.)

☐ Yes ☑ No

18. Recommended Retention UNTIL PASSBOOK IS COMPLETED, AUDITED, THEN DESTROY Indefinite

19. Name and Title of Preparer Patricia A. Cons, Administrative Assistant/Secretary

20. Telephone Number 410-263-7975

21. Date 8/6/96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE _____ OF _____
1. Department Fire	2. Division Administration	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Petty Cash fund	1973 to 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Receipts for Petty cash slips. Items reimbursed for small purchases (under twenty dollars)

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Micro Film ☐ Legal Size ☐ Computer Tape ☑ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☐ Alphabetical ☐ Numerical ☑ Chronological ☐ Geographical ☐ Other (Specify) _____	Number ☐ File Drawer(s) _____ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☑ Other (Specify) Book - 1
		10. Annual Accumulation Number ☐ File Drawer(s) _____ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☑ Other (Specify) 1 - Book

11. File is Used	12. File Becomes Inactive After
☐ Daily ☑ Weekly ☐ Monthly	_____ Number ☐ Month(s) ☑ Year(s)
13. Current Location(s) (Bldg. Floor, Room) file Room Headquarters	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☐ No ☑ Yes Finance Dept.
15. Access Restrictions ☐ Yes ☑ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☐ None ☐ State ☐ Federal ☑ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☑ No	18. Recommended Retention one year

19. Name and Title of Preparer Patricia A. Como, administrative assistant, Secretary

20. Telephone Number 410-263-7975	21. Date 8/6/96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE _____ OF _____
1. Department Fire	2. Division Administration	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Leave Records	1973 to 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.
Annual & Sick Leave records of employees. Record of use of leave.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Micro Film ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☑ Other (Specify) Slips	☐ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☑ Other (Specify) By name	Number ☑ File Drawer(s) 2 ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (Specify)
		10. Annual Accumulation Number ☑ File Drawer(s) 2 ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (Specify)

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Bi ☑ Weekly ☐ Monthly	60 Number ☑ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg. Floor, Room) File Room Fire Headquarters	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☑ No ☐ Yes
15. Access Restrictions ☐ Yes ☑ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☑ No	18. Recommended Retention 3 YEARS 60 Months

19. Name and Title of Preparer Patricia A. Como, Administrative Assistant / Secretary

20. Telephone Number 410-263-7975	21. Date 8/8/96

F:\DATA\FORMS\INV.WPD

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE _____ OF _____
1. Department Fire	2. Division Administration	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Directive records	1970 to 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Orders published weekly. Items of interest to the employees of the department, notice of training, action taken by the City Council that pertains to fire department. Special details, changes in department operations.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Micro Film ☐ Legal Size ☐ Computer Tape ☑ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☐ Alphabetical ☑ Numerical ☐ Chronological ☐ Geographical ☐ Other (Specify) _____	Number ☐ File Drawer(s) _____ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☑ Other (Specify) Boxes - 4
		10. Annual Accumulation Number ☐ File Drawer(s) _____ ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☑ Other (Specify) Boxes 1

11. File is Used	12. File Becomes Inactive After
☐ Daily ☑ Weekly ☐ Monthly	Varies (Number) ☑ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg. Floor, Room) file room Fire Headquarters	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☑ No ☐ Yes
15. Access Restrictions ☐ Yes ☑ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☑ No	18. Recommended Retention MAINTAIN UNTIL SUPERSEDED, THEN DESTROY ~~Varies~~

19. Name and Title of Preparer Patricia A. Como, Administrative Assistant / Secretary

20. Telephone Number 410-263-7975	21. Date 8/6/96

F:\DATA\FORMS\INV.WPD

Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE 1 OF 1
1. Department FIRE	2. Division EMS	3. Unit ADM. Office

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
AMBULANCE Reports	1984 to 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.
Patient Records from 3 Paramedic Units. Patients are Treated and/or Transported — Reports are Confidential - Medical Information.

7. Record Series Format(s)

- ☑ Letter Size
- ☐ Micro Film
- ☐ Legal Size
- ☑ Computer Tape
- ☐ Bound Book
- ☑ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. Record Series Sequence

- ☐ Alphabetical
- ☑ Numerical (Run #)
- ☐ Chronological
- ☐ Geographical
- ☑ Other (Specify) MONTHLY

9. Volume

	Number
☑ File Drawer(s)	1
☐ Microfilm Reel(s)	
☐ Computer Tape(s)	
☐ Other (Specify)	

10. Annual Accumulation

	Number
☑ File Drawer(s)	2
☐ Microfilm Reel(s)	
☐ Computer Tape(s)	
☐ Other (Specify)	

11. File is Used

☑ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After

Indefinite ☐ Month(s) ☐ Year(s)
Number

13. Current Location(s) (Bldg, Floor, Room)
EMS ADM. Office
TAYLOR AVE. FIRE STATION - 2nd. FLOOR

14. Is Record Series Duplicated Elsewhere?
(If yes, specify office)
☑ No ☐ Yes

15. Access Restrictions ☑ Yes ☐ No
(If yes, cite law(s) & regulations)
Medical Confidentiality

16. Audit Requirements

☑ None ☐ State ☐ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.)
☐ Yes ☑ No

18. Recommended Retention

Indefinite

19. Name and Title of Preparer Capt. Dale H. Cautelley

20. Telephone Number 410-263-7998

21. Date 9-12-96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE 1 OF 1

1. Department	2. Division	3. Unit
FIRE	EMS	ADM. OFFICE

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title: EMS LOG SHEETS

5. Earliest Year/Latest Year: 1986 to 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Log of EMS Response information Listed call by call.

7. Record Series Format(s)

- ☑ Letter Size
- ☐ Micro Film
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Bound Book
- ☑ Floppy Disk (Recent)
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. Record Series Sequence

- ☐ Alphabetical
- ☑ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. Volume

	Number
☑ File Drawer(s)	1
☐ Microfilm Reel(s)	
☐ Computer Tape(s)	
☐ Other (Specify)	

10. Annual Accumulation

	Number
☑ File Drawer(s)	1
☐ Microfilm Reel(s)	
☐ Computer Tape(s)	
☐ Other (Specify)	

11. File is Used: ☑ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After: Indefinite ☐ Month(s) ☐ Year(s) Number

13. Current Location(s) (Bldg. Floor, Room)
EMS ADM. OFFICE
TAYLOR AVE. FIRE STATION - 2nd. FLOOR

14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☑ No ☐ Yes

15. Access Restrictions ☐ Yes ☑ No (If yes, cite law(s) & regulations)

16. Audit Requirements: ☑ None ☐ State ☐ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☑ No

18. Recommended Retention: Indefinite 1 YR THEN DESTROY

19. Name and Title of Preparer: CAPT. DALE A. CRUTCHLEY

20. Telephone Number: 410-263-7978

21. Date: 4-12-96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE 1 OF 1
1. Department FIRE	2. Division EMS	3. Unit ADM. Office

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title: MS/Valium Narcotics Control Sheets

5. Earliest Year/Latest Year: 1990 to 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Paramedic Unit Narcotic Inventory and Tracking

7. Record Series Format(s)

- ☑ Letter Size
- ☐ Legal Size
- ☐ Bound Book
- ☐ Audio Tape
- ☐ Micro Film
- ☐ Computer Tape
- ☐ Floppy Disk
- ☐ Video Tape
- ☐ Other (Specify) _____

8. Record Series Sequence

- ☐ Alphabetical
- ☐ Numerical
- ☑ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. Volume

Number

- ☐ File Drawer(s) _____
- ☐ Microfilm Reel(s) _____
- ☐ Computer Tape(s) _____
- ☑ Other (Specify) Note Book

10. Annual Accumulation

Number

- ☐ File Drawer(s) _____
- ☐ Microfilm Reel(s) _____
- ☐ Computer Tape(s) _____
- ☑ Other (Specify) Note Book

11. File is Used

☐ Daily ☐ Weekly ☑ Monthly

12. File Becomes Inactive After

1 Number ☐ Month(s) ☑ Year(s)

13. Current Location(s) (Bldg, Floor, Room)

EMS ADM. Office
TAYLOR AVE. FIRE STATION - 2nd FLOOR

14. Is Record Series Duplicated Elsewhere? (If yes, specify office)

☑ No ☐ Yes

15. Access Restrictions ☐ Yes ☑ No
(If yes, cite law(s) & regulations)

16. Audit Requirements

☑ None ☐ State ☐ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.)

☐ Yes ☑ No

18. Recommended Retention

1 YEAR

19. Name and Title of Preparer: Capt. Dale A. Crutchley

20. Telephone Number: 410-263-7978

21. Date: 9-12-96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE _____ OF _____
1. Department Fire	2. Division Administration	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Correspondence In & out	1973 to 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.
Correspondence In from other departments, agencies, etc.
Correspondence Sent out to other department, agencies, etc.
Information, action taken.

7. Record Series Format(s)	8. Record Series Sequence	9. Volume
☑ Letter Size ☐ Micro Film ☐ Legal Size ☐ Computer Tape ☐ Bound Book ☐ Floppy Disk ☐ Audio Tape ☐ Video Tape ☐ Other (Specify) _____	☑ Alphabetical ☐ Numerical ☐ Chronological ☐ Geographical ☐ Other (Specify) _____	Number ☑ File Drawer(s) 8 ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☐ Other (Specify) _____
		10. Annual Accumulation Number ☑ File Drawer(s) 8 ☐ Microfilm Reel(s) _____ ☐ Computer Tape(s) _____ ☐ Other (Specify) _____

11. File is Used	12. File Becomes Inactive After
☑ Daily ☐ Weekly ☐ Monthly	60 Number ☐ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg. Floor, Room) File Room Headquarters	14. Is Record Series Duplicated Elsewhere? (If yes, specify office) ☑ No ☐ Yes
15. Access Restrictions ☐ Yes ☑ No (If yes, cite law(s) & regulations)	16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent
17. Is an index system used? (If yes explain briefly and describe any hardware/software.) ☐ Yes ☑ No	18. Recommended Retention 60 mo.

19. Name and Title of Preparer Patricia A. Coons, Administrative Assistant / Secretary	
20. Telephone Number 410-263-7975	21. Date 8/6/96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE 1 OF 2

1. Department	2. Division	3. Unit
FIRE	DATA PROCESSING	

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Hose Records	1990 to 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.

Inventory of Fire Hose for each station in The City

7. Record Series Format(s)

- [x] Letter Size
- [ ] Micro Film
- [ ] Legal Size
- [x] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. Record Series Sequence

- [ ] Alphabetical
- [x] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. Volume

	Number
[x] File Drawer(s)	1
[ ] Microfilm Reel(s)	
[x] Computer Tape(s)	1
[ ] Other (Specify)	

10. Annual Accumulation

	Number
[ ] File Drawer(s)	
[ ] Microfilm Reel(s)	
[ ] Computer Tape(s)	
[ ] Other (Specify)	

11. File is Used

- [x] Daily
- [ ] Weekly
- [ ] Monthly

12. File Becomes Inactive After

_____ Number [ ] Month(s) [ ] Year(s)

13. Current Location(s) (Bldg. Floor, Room)

1790 Forest Dr.

14. Is Record Series Duplicated Elsewhere? (If yes, specify office)

- [x] No
- [ ] Yes

15. Access Restrictions [ ] Yes [x] No (If yes, cite law(s) & regulations)

16. Audit Requirements

- [x] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.)

- [ ] Yes
- [x] No

18. Recommended Retention

Life of Hose

19. Name and Title of Preparer Robert B. Eyster, Lieutenant

20. Telephone Number 410-263-7975

21. Date 8-27-96

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Instructions - Prepare a separate form for each new or revised record series.	CITY OF ANNAPOLIS Records Management Program	RECORDS INVENTORY PAGE 2 OF 2
1. Department FIRE	2. Division DATA PROCESSING	3. Unit

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title: FIRE INCIDENT REPORTS

5. Earliest Year/Latest Year: 1989 to 1996

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.
FIRE REPORTS FOR ALL EMERGENCIES & NON-EMERGENCIES. RESPONSE by FIRE & RESCUE EQUIPMENT

7. Record Series Format(s)
- ☐ Letter Size
- ☐ Micro Film
- ☐ Legal Size
- ☒ Computer Tape
- ☐ Bound Book
- ☐ Floppy Disk
- ☐ Audio Tape
- ☐ Video Tape
- ☐ Other (Specify) _____

8. Record Series Sequence
- ☐ Alphabetical
- ☒ Numerical
- ☐ Chronological
- ☐ Geographical
- ☐ Other (Specify) _____

9. Volume

	Number
☐ File Drawer(s)	
☐ Microfilm Reel(s)	
☒ Computer Tape(s)	7
☐ Other (Specify)	

10. Annual Accumulation

	Number
☐ File Drawer(s)	
☐ Microfilm Reel(s)	
☒ Computer Tape(s)	1
☐ Other (Specify)	

11. File is Used: ☒ Daily ☐ Weekly ☐ Monthly

12. File Becomes Inactive After: 1 Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg. Floor, Room)
ANNE ARUNDEL FIRE HEADQUARTERS
P.O. BOX 276 MILLERSVILLE MD.

14. Is Record Series Duplicated Elsewhere?
(If yes, specify office) STATE FIRE MARSHAL'S OFFICE
☐ No ☒ Yes

15. Access Restrictions ☐ Yes ☒ No
(If yes, cite law(s) & regulations)

16. Audit Requirements: ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an index system used? (If yes explain briefly and describe any hardware/software.)
☐ Yes ☒ No

18. Recommended Retention
INDEFINITE

19. Name and Title of Preparer: ROBERT B. EYSTER, LIEUTENANT

20. Telephone Number: 410-263-7975

21. Date: 8-27-96

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