

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency City of Salisbury	Division/Unit Fire Department - Operations	
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.	Retain permanently any material having historical value that serves to document the origin, development, functions and accomplishments of the Agency and transfer periodically to the Maryland State Archives. Retain all other material 3 years, then destroy.
2.	Senior Station Officer's Monthly Reports. -Station activities, equipment/apparatus, condition of buildings, forms management, and etc.	Retain 3 years, then destroy.
3.	Duty Officer's Daily Reports/Officer-In-Charge/Fire Reports. -Personnel assignments, personnel absences and incidence calls.	Retain 5 years, then destroy.
4.	Maintenance & Supply Records: --Hose reports. --Equipment inventories/weekly inventories. --Vehicle and equipment maintenance, vehicle preventative maintenance check sheets, apparatus check sheets and related equipment.	Retain for life of hose, then destroy. Retain 1 year, then destroy. Retain 1 year, then destroy.
5.	Alarm Sheets/Station Records/Daily Log. -Daily record and record of all calls from fire alarm.	Retain 5 years, then destroy.
APPROVED BY DEPARTMENT REPRESENTATIVE DATE <u>6/20/07</u> SIGNATURE <u>David B. See</u> TYPE NAME <u>David B. See</u> TITLE <u>Chief</u>		SCHEDULE AUTHORIZED BY STATE ARCHIVIST DATE <u>29 NOV 07</u> SIGNATURE <u>[Signature]</u>

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6.	Daily Time Sheets/Alarm Attendance Sheets/Station Daily Log. -Daily log of company and personnel movement, including: alarms, annual leave, emergency leave, etc.	Retain 5 years, then destroy.
7.	Vehicle Maintenance Records. -Vehicle service and repair records.	Retain 3 years, then destroy.