

SCHEDULE 21 – FIRE DEPARTMENTS

Series	Series Title	Description	Retention
21.1	Auto Fires	Fire calls involving motor vehicles rather than structures.	5 years
21.2.a	Bomb Threat Reports - Anonymous	Bomb threats in which the perpetrator is not identified.	7 years
21.2.b	Bomb Threat Reports - Identified	Bomb threats in which the perpetrator is identified.	Until perpetrator reaches age 80 (IF State Bureau of Identification confirms no contact with Criminal Justice System in last 5 years)
21.3	Complaints	Complaints of fire hazards made to Fire Department.	File with inspections
21.4	E-Bills (Firefighters Hired for Outside Jobs)	Bills of services of firefighters working temporarily for other employers.	2 years
21.5	Equipment Maintenance Records	Repairs and routine maintenance of departmental equipment, including ladders, vehicles, etc. Records should not be destroyed if a claim against the Department is pending or anticipated, and the records would be needed as evidence.	2 years
21.6	False Alarms	False alarm reports.	2 years
21.7	Fire Dispatch Records	Record of truck(s) dispatched in response to a reported fire.	6 years
21.8	Fire Prevention Files (Inspection Files)	Fire inspections on buildings within municipality.	Life of building, plus 6 years
21.9	Fire Prevention Permits	Permits reissued each year for possession of explosives, flammables.	Current year
21.10	Forest Fire Reports	Reports of a possible forest fire.	3 years
21.11	General Notices	Notices issued to all firefighters by chief.	Permanent
21.12	General Orders	Orders issued by the chief to be followed until cancelled.	Permanent
21.13	Incident Reports	Answers to alarms.	2 years
21.14	Investigation Files	Investigation of fires that have taken place within municipality.	Permanent Confidential, per Title 16, Section 614
21.15	Juvenile Fire- Starter Case Files	Records of juveniles who have started fires, and of steps taken to prevent recurrence.	Until former juvenile is 23 years old Confidential, per Title 15, Chapter 507, § 3308
21.16	Manpower Reports	Reports of all firefighters on duty and/or responding to calls.	10 years
21.17	Monthly Hazard Reports	Report of hazards discovered during monthly safety inspections.	2 years, after expiration

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21.18	Narrative Reports	Report on a fire, prepared by the officer in charge. Describes the actions taken and the cause, property owner, dollar loss, etc. This is made available to the owner and insurance companies.	6 years
21.19	Official Reports Other Than Fire	Reports, such as theft from vehicle, created by Fire Department but not concerning a fire.	1 year
21.20	Run Sheets	Form completed each time a truck leaves the station. Includes ambulances when these are municipally operated.	6 years Not Confidential, except when medical record information would be disclosed (4)
21.21	Sprinkler Records	Records of sprinkler systems in buildings protected.	Permanent
21.22	Statistics	Sent to Chief.	1 year
21.23	Structure Fires	Permanent records of fires that have damaged or destroyed buildings.	Permanent
21.24	Underground Storage Tanks	All records documenting location, construction, and condition of any underground storage tank (which would generally be used, or have been used, for fuel).	25 years after removal of tank
21.25	Woodstove Inspections	Inspections of woodstoves to verify their safe installation.	Until stove is removed