

State of Florida

GENERAL RECORDS SCHEDULE **GS8** **FOR FIRE DEPARTMENTS** **~~(SCHEDULE GS8)~~**



EFFECTIVE: **FEBRUARY 19, 2015**, **2020**
R. 1B-24.003(1)(g), *Florida Administrative Code*

Florida Department of State
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FLORIDA DEPARTMENT OF STATE
General Records Schedule GS8 for Fire/Rescue Departments
GENERAL RECORDS SCHEDULE GS8 FOR FIRE/RESCUE DEPARTMENTS

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GENERAL RECORDS SCHEDULE
GENERAL INFORMATION AND INSTRUCTIONS

FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public records custodians. If you are unsure of your organization's status as a "public agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

GS1-SL	State and Local Government Agencies
GS2	Law Enforcement, Correctional Facilities and District Medical Examiners
GS3	Election Records
GS4	Public Hospitals, Health Care Facilities and Medical Providers
GS5	Public Universities and Colleges
GS7	Public Schools Pre-K-12 and Adult and Career Education
GS8	Fire Departments
GS9	State Attorneys
GS11	Clerks of Court
GS12	Property Appraisers
GS13	Tax Collectors
GS14	Public Utilities
GS15	Public Libraries

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's Records Management website at info.florida.gov/records-management/.

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I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information Services in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*. **This schedule covers records created, received or maintained by fire/rescue departments.**

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:
 1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, 31 U.S.C. ss. 7501-7507, and other applicable federal laws.
 2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote

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and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.

3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records your agency should retain for audit purposes.

Because conceivably any record in any agency might be required for audit, we are no longer including the "provided applicable audits have been released" language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency's audit requirements.

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor agency requirements.

III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, which are applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is "a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use." Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, and Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function or activity of the agency.

The records retention schedule officially establishes the *minimum* length of time that the record series must be retained. **This retention applies to the agency's record (master) copy of the records – those public records specifically designated by the custodian**

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as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always “Retain until obsolete, superseded, or administrative value is lost” (“OSA”) unless otherwise specified. Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, State Attorneys should use the *GS9 for State Attorneys* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Foreword for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may **only** be used by the agency for which they were established.

To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E-105REff.2-09, to the Records Management Program for review and approval. This “105” form is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/.

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule. If you have an individual schedule that requires a longer retention, contact the Records Management Program for guidance.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that “A

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public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division.” This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If an appropriate retention schedule for the records does not exist, one must be established by following the procedures listed above for individual records schedules.

Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix ‘a’ for the record copy or ‘b’ for duplicates), record series title, inclusive dates, volume in cubic feet of physical records destroyed (for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form), and disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at info.florida.gov/records-management/forms-and-publications/. Agencies must maintain this documentation as a permanent record but should **not** submit it to the Records Management Program for review or approval.

IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of “3 anniversary years” will have a different eligibility date from records with a retention of “3 fiscal years” or “3 calendar years.”

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of “3 anniversary years,” the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of “3 calendar years,” the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of “3 fiscal years,” the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

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D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of "6 months," the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of "90 days," the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current record. The retention could vary from less than one day to any length of time thereafter.

F. Triggering Event

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until youth turns age 25.

Retain for life of the structure.

3 anniversary years after final action.

Example: Calculating Eligibility Dates

If the **ending date** for a specific record series is **7/31/2007**, when are these records eligible for disposition under different retention period types?

Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2007	+3	= 7/31/2010
3 fiscal years (local govt.)	9/30/2007	+3	= 9/30/2010
3 fiscal years (school district)	6/30/2008	+3	= 6/30/2011
3 calendar years	12/31/2007	+3	= 12/31/2010

V. ARCHIVAL VALUE

The State Archives of Florida identifies records potentially having enduring historical, administrative, legal or fiscal value that may merit permanent preservation. If a record series description states, "**These records may have archival value.**" the State Archives has identified these records as potentially archival. While this statement does not currently appear in any *General Records Schedule GS8 for Fire/Rescue Departments* items, agencies preparing to dispose of records that have met their required retention should carefully consider the potential historical research value of those records. Some records might have enduring value to your community as evidence of the interactions between government and citizens and as sources of

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information about local government, society and culture. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers and could be offered to your city or county archives, historical records program or public library. Records documenting significant health or public safety issues of statewide or broader importance can be offered to the State Archives. Assistance in determining archival value is available from State Archives staff at 850.245.6700, option 1, then option 3.

VI. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of the format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, **provided that the printed version contains all date/time stamps and routing information**. However, in the event that an agency is involved in or can reasonably anticipate **litigation** on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. **Litigation** - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.
- B. **Public Records Requests** - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."
- C. **Accreditation Standards** - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards.
- D. **Records in Support of Financial, Operational or Performance Audits** - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

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Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the three fiscal year minimum.

- E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

VIII. REFORMATTING STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette tapes, 200	1.0 cubic foot
Letter-size file drawer	1.5 cubic feet
Legal-size file drawer	2.0 cubic feet
Letter-size 36" shelf	2.0 cubic feet
Legal-size 36" shelf	2.5 cubic feet
Magnetic Tapes, 12	1.0 cubic foot
3 x 5 cards, ten 12" rows	1.0 cubic foot
3 x 5 cards, five 25" rows	1.0 cubic foot
4 x 6 cards, six 12" rows	1.0 cubic foot
5 x 8 cards, four 12" rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
Map case drawer, 2" x 26" x 38"	1.1 cubic feet
Map case drawer, 2" x 38" x 50"	2.2 cubic feet
Roll storage, 2" x 2" x 38"	0.1 cubic foot
Roll storage, 2" x 2" x 50"	0.2 cubic foot
Roll storage, 4" x 4" x 38"	0.3 cubic foot

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Roll storage, 4" x 4" x 50"

0.5 cubic foot

(One roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation: (Length" x Width" x Height") ÷ 1,728 = cubic feet

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RECORDS RETENTION SCHEDULES

ACCREDITATION RECORDS: FIRE/RESCUE DEPARTMENT **Item #XXX**

This record series consists of documentation used to demonstrate compliance with the professional standards established by the Commission on Fire Accreditation International (CFAI). The series may include, but is not limited to, rules and regulations, standard operating procedures, internal reports, forms, correspondence, tabulations, a formal written assessment statement of the agency's compliance or noncompliance, and subsequent follow-up reports.

RETENTION: 3 anniversary years after accreditation.

Proposed new item.

ACTIVITY LOGS: FIRE/RESCUE DEPARTMENTS REPORTS: DAILY **Item #1**

This record series consists of a running log of daily logs documenting activities occurring within the station. The records document such activities as including: responses to alarms, citizen visits or tours, number of blood pressure checks given, various incidents, equipment cleaned, and refueling efforts and other daily tasks. The purpose of this log is to update. This log serves as notice to the next shift of all activities occurring prior to their arrival on duty about the previous shift's activities. This series does not include Activity Reports, which are covered under *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124, "OPERATIONAL AND STATISTICAL REPORTS."

RETENTION:

- a) Record copy, 1 anniversary calendar year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ALARM REPORTS: FIRE (NON-ARSON) **Item #51**

This record series consists of the alarm reports for non-arson fires such as those caused by faulty wiring. The records series may include, but is not limited to, the location, date, time, equipment used, hydrant used, damage estimate of the fire, deaths which might result from the fire, firemen firefighter reporting the fire, and any comments made concerning the details of the fire.

RETENTION:

- a) Record copy, 7 anniversary years after date of fire.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

APPLICATIONS/PERMITS: FIRE CODE **Item #32**

This record series consists of fire code permits issued after the appropriate supporting documents, applications, and fees have been submitted. Permits might be issued for lot clearance, fireworks sales, controlled or other burns, code inspections, blasting or excavation, and demolition by detonation or implosion.

RETENTION:

- a) Record copy, 3 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Are these now handled by the Florida Forest Services? Any permits issued pursuant to city or county code/ordinance are covered by GS1-SL item #427 (Registration/Permit/License/Certification Records: Required by City or County Code/Ordinance (No Permitting Fee)) or item #428 (Registration/Permit/License/Certification Records: Required by City or County Code/Ordinance (Permitting Fee)).

APPLICATIONS/PERMITS: FLAMMABLE LIQUIDS STORAGE **Item #7**

This record series consists of an application filled out whenever a licensed petroleum equipment operator or mechanical contractor needs to install tanks containing flammable liquids. Application shows the date, the location where the tanks will be installed, the owner of the business and building, the amount and size of the tanks to be installed, and the signature of the applicant.

RETENTION:

- a) Record copy. Retain until removal of tank.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Proposed deleting and referencing GS1-SL item #412 (Storage Tank Records).

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APPLICATIONS/PERMITS: LP GAS INSTALLATION **Item #8**

This record series consists of an application submitted by a licensed LP-gas company when they want to install LP-gas tanks and/or appliances. Contains the amount of installation fee paid, name and address of the installer, the name and address where the tanks are being installed, the type and number of tanks, the kind of appliances, how the installation is tested, the time tested, and by whom.

RETENTION:

- a) Record copy. Retain until removal of tank.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Are permits still required for appliances? Proposed deleting and referencing GS1-SL item #412 (Storage Tank Records).

ARSON INVESTIGATIONS RECORDS: ARSON - CAPITAL/LIFE FELONY **Item #4**

This record series consists of information with respect to an identifiable person or group of persons in the course of conducting an investigation of arson constituting a capital or life felony. The series may include, but is not limited to, the location, date, time, type of arson, equipment used, hydrant used, damage estimate of the fire, deaths which might result from the fire, firemen firefighter reporting for the fire and any comments made concerning the details of the fire. The series may also include a copy of the A police report and photographs of the scene are usually included. Please refer to Section 775.15, F.S. Retention is pursuant to Section 775.15, Florida Statutes. Time limitations: general time limitations; exceptions.

RETENTION:

- a) Record copy. 100 anniversary years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ARSON INVESTIGATIONS RECORDS: ARSON - NON-CAPITAL/LIFE FELONY **Item #5**

This record series consists of information with respect to an identifiable person or group of persons in the course of conducting an investigation of arson constituting a non-capital or non-life felony. The series may include, but is not limited to, of the location, date, time, type of arson, equipment used, hydrant used, damage estimate of the fire, firemen firefighter reporting for the fire and any comments made concerning the details of the fire. The series may also include a copy of the A police report and photographs of the scene are usually included. Please refer to Section 775.15, F.S. Retention is pursuant to Section 775.15, Florida Statutes. Time limitations: general time limitations; exceptions.

RETENTION:

- a) Record copy. 840 anniversary years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

ATHLETIC EXAMINATION RELEASE FORMS **Item #10**

This record series consists of the signatures of applicants releasing the public agency from responsibility in case of injury during the agility test.

RETENTION:

- a) Record copy. 4 years after test.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and referencing GS1-SL item #24 (Employment Application and Selection Records) since they are used as part of the employment selection process.

BLOOD PRESSURE TESTING LOGS: DAILY **Item #52**

This record series consists of informal blood pressure testing logs generated during the free tests conducted by a fire station. These records do not include names or any personally identifiable information on a citizen who requests a free test. The records may include, however, the date and time of the test and the name of the department employee who administered the test. This retention period is based on the statute of limitations to file an action on negligence according to s. 95.11, F.S.

RETENTION:

- a) Record copy. 4 years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

If there are no names or personally identifiable information, why would the Statute of Limitations for negligence be applicable? Suggest deleting and referencing ACTIVITY LOGS: FIRE/RESCUE DEPARTMENTS, GS1-SL item #3 (Administrative Support Records) or if used for statistics, item GS1-SL item #124 (Operational and Statistical Report Records).

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BRUSH CLEARANCE RECORDS

Item #53

This record series consists of documents maintained by the Fire Department regarding the clearing of brush or vegetation from property a lot to comply with city or county code or ordinance regarding a brush or weed clearance ordinance. This ordinance is designed to reduce the amount of property loss due to wildfires. The series may include, but is not limited to, notices to land owners, photographs of the property, work orders, correspondence, restitution estimates, and copies of duplicate billing records. See also the applicable CODE VIOLATION RECORDS item "CODE ENFORCEMENT BOARD CASE FILES" and "CODE VIOLATION RECORDS" in the General Records Schedule GS1-SL for State and Local Government Agencies (GS1).

RETENTION:

- a) Record copy. 3 anniversary years after final action, provided all audit issues have been resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

CERTIFICATES: LICENSURE (FIRE FIGHTER)

Item #54

This record series consists of the original license issued to a certified fire fighter who is neither a paramedic nor an emergency medical technician. The state retains a duplicate of this information. This item need not be filed in the personnel file as it goes out of date every three years. However the license number may be recorded there for informational purposes.

RETENTION:

- a) Record copy. 4 years after expiration.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and referencing applicable GS1-SL Personnel Records items or item #371, Staff Administration Records.

CERTIFICATES: LICENSURE (PARAMEDICS)

Item #55

This record series consists of the original license issued to a certified paramedic. The state retains a duplicate of this information. This item need not be filed in the personnel file; however, the license number may be recorded there for informational purposes. The retention period is based on the statute of limitations for filing medical malpractice actions according to s. 95.11, F.S.

RETENTION:

- a) Record copy. 7 years after expiration.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and referencing applicable GS1-SL Personnel Records items or item #371, Staff Administration Records.

CITATIONS: FIRE SAFETY INSPECTORS (NO LIENS)

Item #56

This record series consists of a written notice, issued after a written warning had been previously issued. The citation shall contain the date and time of issuance; the name and address of the person; the date and time the civil infraction was committed; the facts constituting probable cause; the ordinance violated; the name and authority of the officer; the procedure for contest or payment; the applicable penalty if the citizen chooses not to contest the citation; and a statement that if the citizen fails to contest or pay the penalty, a judgment for this amount will be levied against him. This series would also include the re-inspection of the property to ensure that the problem was corrected and fiscal information on the fine or fee payment. Please refer to Section 633.052, F.S. For Citations resulting in liens, please see also "CODE ENFORCEMENT BOARD CASE FILES" in the General Records Schedule for State and Local Government Agencies (GS1).

RETENTION:

- a) Record copy. 3 fiscal years after final action provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and reference new item – Fire Safety Inspection Records.

CONSOLIDATED REPORTS: ANNUAL

Item #57

This record series consists of an annual summary and comparisons for the preceding years. This report allows the department to review trends in fire safety and arson statistics. This record series may have archival value.

RETENTION:

- a) Record copy. 10 years after report.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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Propose deleting and reference GS1-SL item #122 (Administrator Records: Agency Director/Program Manager) or item #245 (Annual Reports: Governing Body).

CONSOLIDATED REPORTS: DAILY **Item #14**

This record series consists of a 24 hour report on alarms consisting of the time, location, alarm number, and the officer in charge. If a daily report includes a possible arson call, it should be retained until arson can be confirmed or is officially ruled out. If confirmed, a copy of this report would be placed in the proper arson investigation file. For monthly or quarterly statistical reports, please see "OPERATIONAL AND STATISTICAL REPORT RECORDS: OFFICE" in the General Records Schedule for State and Local Government Agencies (GS1).

RETENTION:

- a) Record copy. 90 days after report.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and reference GS1-SL item #124 (Operational and Statistical Report Records) unless records are used for something other than statistical purposes.

DESIGN REVIEW: PLANS/CORRESPONDENCE **Item #58**

This record series consists of plans, correspondence and memorandum relating to a fire safety inspector's review of architectural or design blueprints and schematics for adherence to the fire code. This review process is not the same as an inspection and does not result in the issuance of a certificate of inspection. Local codes may require design review only for certain structures such as high rises, large indoor shopping malls, schools, medical facilities, public buildings, and other large scale meeting or assembly facilities (churches, arenas, civic centers). The plans consist of a copy of a proposed structure's architectural plans. They include those that are error free as well as those that have errors, conforming with the fire code. This correspondence may be in the shape of a form letter. The letter would indicate where changes are necessary to the plans and require that a new copy of the drawings be submitted. The letter may also indicate that no changes were necessary and that the plans conform to code. This letter or memorandum may be sent to the development or building department or the owner/developer. The record copy, may be filed with the fire department or county building department. *Please refer to Section 95.11, F.S.*

RETENTION:

- a) Record copy. 4 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and reference new item – Fire Safety Inspections.

DRILL RECORDS: FIRE/SAFETY **Item #59**

This record series consists of documents created by a fire department employee who has been requested or required to attend a fire and/or safety drill exercises at a schools, businesses, and/or other establishments. The series may include, but is not limited to, These records may include a reports of fire department as to the employee in attendance, the time and date of the drills, the name of the agency conducting the drills, and the outcome. The department may further supply written and comments on areas for improvement. A copy of this report may be given to the agency hosting the drill. The fire department may charge a fee for this service. The record copy is retained by the fire department.

RETENTION:

- a) Record copy. 53 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

DRIVER ENGINEER INFORMATION CARDS (CURRENT) **Item #16**

This record series consists of personal data on driver engineers including operator's license number and the vehicle to which he is assigned.

RETENTION:

- a) Record copy. Retain until termination of employment.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and reference applicable GS1-SL Personnel Records item.

DRIVER ENGINEER INFORMATION CARDS (SUPERSEDED) **Item #60**

This record series consists of personal data on driver engineers which has become out of date over time. This may include the operator's license number and the vehicle to which he was assigned. The current information is scheduled above.

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RETENTION:

- a) Record copy. 4 years after superseded.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and reference applicable GS1-SL Personnel Records item.

EMERGENCY FIRE AND DISPATCH RECORDS **Item #18**

This record series consists of logs or other documents detailing the time the alarm was received, the company or companies responding, and the time the run was completed. These documents are maintained on dispatching conducted between a fire substation and the main dispatcher. This may include reports of in-service and out-of-service, radio checks, and verifications of status. This series does not include medical information or E911 calls. Local agency must determine the criteria for keeping this information longer than the minimum retention period, thus insuring that all necessary information is retained. Please refer to the General Schedule for Law Enforcement (GS2) and the General Schedule for State and Local Governments (GS1).

RETENTION:

- a) Record copy. 30 days unless warranted to be kept longer.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and reference GS1-SL item #292 (Radio Logs).

FALSE ALARM REPORTS **Item #3**

This record series consists of information pertaining to false alarms, outcries, or reports of fire. The series may include, but is not limited to, These reports may include, but are not limited to: the date and time of the report; the location; any identifying characteristics of the caller; the number of responding units; and the time it was determined to be ascertained as a false report. The State Fire Marshal maintains these records as part of fire reporting.

RETENTION:

- a) Record copy. 4 anniversary years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FIRE EXPLORERS RECORDS **Item #XXX**

This record series documents Fire Explorers programs designed to educate and train teens and young adults for a career in firefighting. The series documents program activities and participants and may include such records as applications, parental consent forms, meeting attendance records, examination records, background checks, program rules and regulations, fee payment records, and records of participation in community service activities.

RETENTION: 5 fiscal years after completion of program.

New proposed item.

FIRE SAFETY INSPECTION RECORDS: NO VIOLATIONS **Item #XXX**

This record series documents fire safety inspections on businesses or commercial buildings in cases where no violations are found, including new inspections, re-inspections or following a complaint. The records may consist of, but are not limited to, the owner's contact information; the type of business; information about the fire suppression and notification devices; occupant load; information on compliance; the inspector's name and number; and the date of the inspection

RETENTION: 4 anniversary years after inspection.

Possible new item.

FIRE SAFETY INSPECTION RECORDS: VIOLATIONS **Item #XXX**

This record series documents fire safety inspections on businesses or commercial buildings in cases where violations are found, including new inspections, re-inspections or following a complaint. The records may consist of, but are not limited to, the owner's contact information; the type of business; information about the fire suppression and notification devices; occupant load; violations found; the inspector's name and number; and the date of the inspection.

RETENTION: 10 anniversary years after last violation.

Possible new item.

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FIRE SAFETY REVIEW RECORDS: BUILDING PLANS **Item #XXX**

This record series consists of fire safety reviews of building plans and specifications to ensure compliance with the Florida Fire Prevention Code and the Life Safety Code. Fire safety inspections are required to be conducted prior to issuance of any permit for construction, erection, alteration, modification, repair or demolition of any building. The series may include, but is not limited to, proposed and corrected architectural or design blueprints; schematics for adherence to the fire code; corrections to conform to the fire code; and correspondence including form letters. A copy of the inspection is filed with the county building department and retain in accordance with the retention for architectural/building plans. Records are created pursuant to Section 553.79(2), Florida Statutes, Permits; applications; issuance; inspections.

RETENTION: Retain until obsolete, superseded or administrative value is lost.

Proposed new item. Recommend putting this item back in the GS8 due to the amount of inquiries.

FIRE SAFETY REVIEW RECORDS: PLANS/CORRESPONDENCE **Item# 61**

This record series consists of written reviews of fire safety plans which are required to be reviewed by the fire safety inspector on a regular basis for certain facilities such as nursing homes and hospitals; and correspondence and memorandums issued by the fire safety inspector on written fire safety plans submitted for review by various businesses. The series may include, but is not limited to, requests for reviews, copies of fire safety plans, notification of improvements needed and any applicable correspondence and supporting documentation. The correspondence may be form letters. The letter would specify areas where improvements should be made to conform to fire safety codes and require a resubmission of the plan with the noted corrections. If there were no problems with the plan, the letter may state that the business' written plan conforms to the fire or life safety code. A fee may be paid for these services. Please refer to Section 95.11, F.S.

RETENTION:

- a) Record copy. 5 4 fiscal years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FIRE HYDRANT RECORDS **Item #25**

This record series consists documents the installation, history and removal of fire hydrants. The records document such information as of the location of the hydrant, the make, its hydrant size, the valve size, and the last dates inspected checked. Also contains duplicates and copies of any work orders regarding issued on the hydrant. See also "FIRE HYDRANT RECORDS: FLOW TESTS."

RETENTION:

- a) Record copy. Retain for 4 anniversary years after life of hydrant.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

FIRE HYDRANT RECORDS: FLOW TESTS **Item #XXX**

This record series consists of fire hydrant flow test reports documenting water flow calculations of fire hydrants. Tests are conducted by the agency prior to the construction of a new property or prior to a change in the use of an existing property. These test reports indicate whether there is sufficient water protection from the nearest hydrant to the proposed project. These reports contain such information as water flow measurements, proposed project information, dates of tests and location of hydrants.

RETENTION: 4 anniversary year.

New proposed item.

INSPECTION AND MAINTENANCE RECORDS: APPARATUS AND EQUIPMENT **Item #27**

This record series consists of a record of the condition and repairs to any fire fighting or rescue apparatus and equipment. The series may include duplicates of work orders, vendor information, and log service activities. It applies to hoses, valves, pumps, the jaws of life, and other advanced life support machines. The series does not include hydrant records.

RETENTION:

- a) Record copy. 4 years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and reference GS1-SL item #104, Equipment/Vehicle Maintenance Records and item #224, Equipment/Vehicle Usage Records.

INVESTIGATION RECORDS: DAMAGE TO FIRE DETECTION/SUPPRESSION MECHANISMS **Item #62**

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This record series consists of documentation for documents the reporting and investigation of willful and malicious damage injuries, destruction, removal, or tampering with fire hydrants, extinguishers, hoses, smoke detectors, sprinkler systems, or other fire detection or suppression systems. This series may include The series may include, but is not limited to, photographs of the damage, depositions, reports, and other materials supporting documentation. Retention is pursuant to Section 775.15, Florida Statutes, Time limitations; general time limitations; exceptions.

RETENTION:

- a) Record copy. 6 anniversary years after offense committed.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

MINIMUM STANDARDS COURSE: ROSTER OF STUDENTS

Item #63

This record series consists of rosters of students attending the firefighter minimum standards training course. The series may include, but is not limited to, rosters of students and applicable supporting documentation such as release of building to burn, affidavits for use of other facilities or equipment, pre-certification documentation and verification of documentation received. Records created pursuant to Rule 69A-37.057, Florida Administrative Code, Roster of Students, consists of Form FST-4 entitled "Roster of Students." This form is completed during the first week of training for the Minimum Standards Course and is forwarded to the Bureau of Fire Standards and Training with all supporting paperwork. The names of all instructors, their certification numbers, and date issued are also included on this form. Please refer to Rule 4A-37.057, F.A.C.

RETENTION:

- a) Record copy. 3 fiscal years provided all audit issues have been resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

NOTICE OF EMPLOYMENT

Item #64

This record series consists of Form FST-1A, entitled "Notice of Employment." This form is completed upon the employment of a firefighter and is forwarded within 10 working days to the Bureau of Fire Standards and Training. Please refer to Rule 4A-37.035, F.A.C.

RETENTION:

- a) Record copy. 6 months.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and referencing applicable GS1-SL Personnel Records items.

NOTICE OF TERMINATION

Item #65

This record series consists of Form FST-3, entitled "Notice of Termination." This form is completed upon the termination of a firefighter's employment and is forwarded within 10 working days to the Florida State Fire College. Please refer to Rule 4A-37.0385, F.A.C.

RETENTION:

- a) Record copy. 6 months.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and referencing applicable GS1-SL Personnel Records items.

PERSONNEL ACTIVITY REPORTS

Item #50

This record series consists of a daily record of all activities of apparatus and personnel for each shift. This series is not a time sheet, time card, or any other official payroll record. This series acts as a daily schedule of time and activities and may be varied from due to absence or an emergency call.

RETENTION:

- a) Record copy. 90 days provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and reference GS1-SL item #124 (Operational and Statistical Report Records).

RADIO LOGS

Item #33

This record series consists of a log which records the time radio calls were received/placed, who the transmitting parties were, the reason for the call, if additional units were dispatched to a location, or if information was retrieved and transmitted back to the caller.

RETENTION:

- a) Record copy. 1 fiscal year.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

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Propose deleting and reference GS1-SL item #292 (RADIO LOGS).

RUN REPORTS: NON-EMERGENCY **Item #39**

This record series consists of reports of on non-emergency miscellaneous runs where no medical treatment or service is rendered. This series is not used for the Department of Health's Run Reports or any report where medical attention, no matter how minor, was provided by the fire unit. See Please refer to GS4, General Records Schedule GS4 for Hospitals, Medical Facilities, and Providers, for run reports where medical attention was provided by Emergency Medical Technicians (EMT), Emergency Medical Services (EMS), Air-Medical Provider or paramedic.

RETENTION:

- a) Record copy. 4 2 anniversary years provided applicable audits have been released.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Change retention to 4 anniversary years to due statute of limitations on liability.

SAFE PLACE PROGRAM RECORDS **Item #66**

This record series documents individuals seeking immediate help and safety at fire stations participating in the Safe Place program consists of program records related to operating a fire station as a Safe Place. This program designates various businesses and public offices as safe places that children or adults can go to when they are in danger or lost. These are locations where they can receive competent help and where they can remain until their parents, police, or another agency arrives. These The series records may include, but is not limited to, the time, date, and name of person who is asking for help; the nature of the problem; the agency or parties contacted to provide assistance; the time of parties' arrival; and the final outcome.

RETENTION:

- a) Record copy. 4 anniversary years.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

STATE FIRE MARSHAL REPORTS: MONTHLY **Item #42**

This record series consists of monthly reports containing total fires, total fire alarms, and the estimated fire losses for the month.

RETENTION:

- a) Record copy. 30 days.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and reference GS1-SL item #124 (Operational and Statistical Report Records).

SUPPLEMENTAL COMPENSATION PROGRAM: ACCEPTANCE RECORDS **Item #67**

This record series consists of the forms maintained by the employing agency documenting a fire fighters enrollment, re-entry, and removal from the state's Supplemental Compensation Program including: Form 4A-2, Official Acceptance Notification; 4A-5, Re-entry into the Supplemental Compensation Program; and 4A-6; and the Re-entry Notification Form. This program encourages further educational objectives for fire fighters. Please refer to Rule 4A-37.089, F.A.C. and Section 633, F.S.

RETENTION:

- a) Record copy. 3 fiscal years after removal, graduation, or termination from program, provided all audit issues have been resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose combining with Supplemental Compensation Program: Notice of Ineligibility and change retention to 5 fiscal years to account for Statute of Limitations on financial transactions and discrimination.

SUPPLEMENTAL COMPENSATION PROGRAM: NOTICE OF INELIGIBILITY **Item #68**

This record series consists of Form 4A-4, Notice of Ineligibility, for the Supplemental Compensation Program.

RETENTION:

- a) Record copy. 1 year after received.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose combining with Supplemental Compensation Program: Acceptance and change retention to 5 fiscal years to account for Statute of Limitations on financial transactions and discrimination.

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SUPPLEMENTAL COMPENSATION PROGRAM: ENROLLMENT/REMOVAL RECORDS **Item #XXX**

This record series documents firefighters' enrollment, re-entry and removal from the state's Supplemental Compensation Program. The series may include, but is not limited to, applications for initial entry and re-entry, requests for upgrades, eligibility determinations and supporting documentation. The series includes applicants determined ineligible to participate. Records created pursuant to Rule 69A-37.086, *Florida Administrative Code*, Application for Eligibility Determination.

RETENTION: 5 fiscal years after removal, graduation or termination from program or ineligible determination.

SUPPLEMENTAL COMPENSATION PROGRAM: QUARTERLY REPORTS **Item #69**

This record series consists of quarterly reports of compensation paid to firefighters for educational incentive. The reports are submitted to the Department of Financial Services, Bureau of Fire Standards and Training for reimbursement pursuant to Section 633.422, *Florida Statutes*, Firefighters; supplemental compensation. The information includes each firefighter's name, Social Security number, amount paid, total amount paid for quarter, and name of fire department or employing agency. This record series consists of DI Forms 4A-3, Quarterly Report Forms, documenting an agency's enrollment in the state's Supplemental Compensation Program. This program encourages further educational objectives for firefighters. Please refer to Rule 4A-37.089, F.A.C. and Section 633, F.S.

RETENTION:

- a) Record copy. 5 3 fiscal years from date of report provided all audit issues have been resolved.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TOXIC SUBSTANCES LISTS **Item #70**

This record series consists of a list of documents work areas, sufficiently identified by name and location, where toxic substances are present on property owned or operated by a public or private agency. The records document such information as the location of the toxic substance and, The list should contain the chemical and common name of each substance, regularly present. The series also includes the Material Safety Data Sheets (MSDS) for each substance, may also be given to the department, if requested. Please refer to Section 442.118, F. S.

RETENTION:

- a) Record copy. 4 anniversary years after receipt.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

TRAINING RECORDS: PERFORMANCE **Item #34**

This record series consists of the instructor's daily rating of individual drill performance of trainees. This information is summarized in a final evaluation of the student's performance at the completion of the drills.

RETENTION:

- a) Record copy. 1 year after drill.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and reference applicable GS1-SL Personnel Records items or item #371, Staff Administration Records.

TRAINING RECORDS: STUDENT EVALUATIONS (FINAL) **Item #46**

This record series consists of a final composite or summary rating by instructors of a trainee's drill performance.

RETENTION:

- a) Record copy. 2 years after drill.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and reference applicable GS1-SL Personnel Records items or item #371, Staff Administration Records.

WEATHER AND RAINFALL REPORTS **Item #49**

This record series consists of reports on the current rainfall and weather conditions.

RETENTION:

- a) Record copy. Retain until obsolete, superseded or administrative value is lost.
- b) Duplicates. Retain until obsolete, superseded or administrative value is lost.

Propose deleting and reference GS1-SL item #373 (Subject/Reference Files) or item #3 (Administrative Support Records).

General Records Schedule GS8 for Fire/Rescue Departments
CROSS-REFERENCE

CROSS-REFERENCE

ACTIVITY REPORTS: DAILY

use **ACTIVITY LOGS: FIRE/RESCUE DEPARTMENTS**

AGENDAS

See **GS1, Item #32, "Minutes: Official Meetings (Transcripts)"**

APPARATUS PUMP TESTS

use **General Records Schedule GS1-SL for State and Local Government Agencies, Item #104,**

EQUIPMENT/VEHICLE MAINTENANCE RECORDS

or **EQUIPMENT/VEHICLE USAGE RECORDS**

See **Item #27, "Inspection and Maintenance Records: Apparatus and Equipment"**

APPLICATIONS/PERMITS: FIRE CODE

use **General Records Schedule GS1-SL for State and Local Government Agencies, Item #427,**

REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR

COUNTY CODE/ORDINANCE (NO PERMITTING FEE)

or use **General Records Schedule GS1-SL for State and Local Government Agencies, Item #428,**

REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR

COUNTY CODE/ORDINANCE (PERMITTING FEE)

APPLICATIONS/PERMITS: FLAMMABLE LIQUIDS STORAGE

use **General Records Schedule GS1-SL for State and Local Government Agencies, Item #412**

STORAGE TANK RECORDS

APPLICATIONS/PERMITS: LP GAS INSTALLATION

use **General Records Schedule GS1-SL for State and Local Government Agencies, Item #412**

STORAGE TANK RECORDS

ARSON INVESTIGATIONS: CAPITAL/LIFE FELONY

use **INVESTIGATION RECORDS: ARSON - CAPITAL/LIFE FELONY**

ARSON INVESTIGATIONS: NON-CAPITAL/LIFE FELONY

use **INVESTIGATION RECORDS: ARSON - NON-CAPITAL/LIFE FELONY**

ATHLETIC EXAMINATION RELEASE FORMS

use **General Records Schedule GS1-SL for State and Local Government Agencies, Item #24,**

EMPLOYMENT APPLICATION AND SELECTION RECORDS

ATHLETIC EXAMINATION GRADING SHEETS

use **General Records Schedule GS1-SL for State and Local Government Agencies, Item #24,**

EMPLOYMENT APPLICATION AND SELECTION RECORDS

See **GS1, Item #102, "Employment Examination Records"**

ATHLETIC TEST SUMMARIES

use **General Records Schedule GS1-SL for State and Local Government Agencies, Item #24,**

EMPLOYMENT APPLICATION AND SELECTION RECORDS

See **GS1, Item #102, "Employment Examination Records"**

BLOOD PRESSURE TESTING LOGS: DAILY

use **General Records Schedule GS1-SL for State and Local Government Agencies, Item #3,**

ADMINISTRATIVE SUPPORT RECORDS

or use **General Records Schedule GS1-SL for State and Local Government Agencies, Item #124,**

OPERATIONAL AND STATISTICAL REPORT RECORDS

CERTIFICATE OF INSPECTIONS

use **FIRE SAFETY REVIEW RECORDS: BUILDING PLANS**

This item should be returned by the fire inspector to the local building department after inspection.

CERTIFICATES: LICENSURE (FIRE FIGHTER)

use applicable **General Records Schedule GS1-SL for State and Local Government Agencies**

PERSONNEL RECORDS item

General Records Schedule GS8 for Fire/Rescue Departments
*****CROSS-REFERENCE*****

CERTIFICATES: LICENSURE (PARAMEDICS)

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*
PERSONNEL RECORDS item

CITATIONS: FIRE SAFETY INSPECTORS (NO LIENS)

use **FIRE SAFETY INSPECTION RECORDS**

CONSOLIDATED REPORTS: ANNUAL

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,
OPERATIONAL AND STATISTICAL REPORT RECORDS
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #122,
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

CONSOLIDATED REPORTS: DAILY

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,
OPERATIONAL AND STATISTICAL REPORT RECORDS

CONSOLIDATED REPORTS: MONTHLY

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,
OPERATIONAL AND STATISTICAL REPORT RECORDS
See GS1, Item #124, "Operational and Statistical Report Records: Office"

CRITICAL INCIDENT STREET MANAGEMENT RECORDS

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*
PERSONNEL RECORDS item
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, **Staff Administration Records**

DESIGN REVIEW: PLANS/CORRESPONDENCE

use applicable **FIRE SAFETY INSPECTION RECORDS**

DESIGN REVIEW: PLANS (ERRORS)

use applicable **FIRE SAFETY INSPECTION RECORDS**
See Item #58, "Design Review: Plans/Correspondence"

DESIGN REVIEW: PLANS (NO ERRORS)

use applicable **FIRE SAFETY INSPECTION RECORDS**
See Item #58, "Design Review: Plans/Correspondence"

DRIVER ENGINEER INFORMATION CARDS (CURRENT)

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*
PERSONNEL RECORDS item

DRIVER ENGINEER INFORMATION CARDS (SUPERSEDED)

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*
PERSONNEL RECORDS item

DRIVER ENGINEER REMOVAL FORMS

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*
PERSONNEL RECORDS item
See GS1, Item #19, "Personnel Records: Florida Retirement System;" and GS1, Item #162, "Personnel Records: Non-Florida Retirement System"

EMERGENCY FIRE AND DISPATCH RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #292, **RADIO LOGS**

FIRE INVESTIGATION RECORDS

use **INVESTIGATION RECORDS: ARSON - CAPITAL/LIFE FELONY**
or **INVESTIGATION RECORDS: ARSON - NON-CAPITAL/LIFE FELONY**
or **INVESTIGATION RECORDS: DAMAGE TO FIRE DETECTION/SUPPRESSION MECHANISMS**

General Records Schedule GS8 for Fire/Rescue Departments
*****CROSS-REFERENCE*****

See Item #4, "Arson Investigations: Capital/Life Felony;" Item #5, "Arson Investigations: Non-Capital/Life Felony;" and Item #62, "Investigation Records: Damage to Fire Detection/Suppression Mechanisms"

FIRE PREVENTION RECORDS: SUMMARY OF LOST REPORT

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,
OPERATIONAL AND STATISTICAL REPORT RECORDS

See GS1, Item #124, "Operational and Statistical Report Records: Office"

GAS TANK INSTALLATION CARDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #412,
STORAGE TANK RECORDS

See Item #7, "Applications/Permits: Flammable Liquids Storage;" and Item #8, "Applications/Permits: L-P Gas Installation"

HOSE RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104,
EQUIPMENT/VEHICLE MAINTENANCE RECORDS

or **EQUIPMENT/VEHICLE USAGE RECORDS**

See Item #27, "Inspection and Maintenance Records: Apparatus and Equipment"

HOSE RECORDS: TEST REPORT

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104,
EQUIPMENT/VEHICLE MAINTENANCE RECORDS

or **EQUIPMENT/VEHICLE USAGE RECORDS**

See Item #27, "Inspection and Maintenance Records: Apparatus and Equipment"

HYDRANT RECORDS

use **FIRE HYDRANT RECORDS**

INCIDENT RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #241,
INCIDENT REPORT FILES

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #188, **INJURY RECORDS**

See GS1, Item #241, "Incident Reports"

INSPECTION AND MAINTENANCE RECORDS: APPARATUS AND EQUIPMENT

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104,
EQUIPMENT/VEHICLE MAINTENANCE RECORDS

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #224,
EQUIPMENT/VEHICLE USAGE RECORDS

INSPECTION RECORDS: MONTHLY

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,
OPERATIONAL AND STATISTICAL REPORT RECORDS

See GS1, Item #124, "Operational and Statistical Report Records: Office"

NOTICE OF TERMINATION

use **NOTICES OF EMPLOYMENT/TERMINATION**

NOTICE OF EMPLOYMENT

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*
PERSONNEL RECORDS item

NOTICE OF TERMINATION

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*
PERSONNEL RECORDS item

NOTICES: APPARATUS/EQUIPMENT REPAIR

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #154,
VEHICLE RECORDS

General Records Schedule GS8 for Fire/Rescue Departments
*****CROSS-REFERENCE*****

or General Records Schedule GS1-SL for State and Local Government Agencies, Item #141, WORK ORDERS

See GS1, Item #154, "Vehicle Records;" and GS1, Item #141, "Work Orders"

NOTICES: VIOLATION

use FIRE SAFETY INSPECTION RECORDS

See Item #56, "Citations: Fire Safety Inspectors (No Liens)"

PERSONNEL ACTIVITY REPORTS

use General Records Schedule GS1-SL for State and Local Government Agencies, Item #124,

OPERATIONAL AND STATISTICAL REPORT RECORDS

RADIO LOGS

use General Records Schedule GS1-SL for State and Local Government Agencies, Item #292, RADIO LOGS

REPAIR LOGS: APPARATUS (DAILY)

use General Records Schedule GS1-SL for State and Local Government Agencies, Item #104,

EQUIPMENT/VEHICLE MAINTENANCE RECORDS

or General Records Schedule GS1-SL for State and Local Government Agencies, Item #224,

EQUIPMENT/VEHICLE USAGE RECORDS

See Item #27, "Inspection and Maintenance Records: Apparatus and Equipment"

RESCUE REPORTS: FIELD

use RUN REPORTS: NON-EMERGENCY See Item #39, "Run Reports: Non-Emergency"

RESCUE REPORTS: MONTHLY

use General Records Schedule GS1-SL for State and Local Government Agencies, Item #124,

OPERATIONAL AND STATISTICAL REPORT RECORDS

See GS1, Item #124, "Operational and Statistical Report Records: Office"

RESCUE SQUADS INSTRUCTIONAL AND LECTURING ACTIVITY RECORD

use applicable General Records Schedule GS1-SL for State and Local Government Agencies

PERSONNEL RECORDS item

or General Records Schedule GS1-SL for State and Local Government Agencies, Item #147,

TRAINING MATERIAL RECORDS

See GS1, Item #217, "Continuing Education Records: In-House;" and GS1, Item #148, "Training Records: Employee"

RUN REPORTS: EMERGENCY

use General Records Schedule GS4 for Public Hospitals, Health Care Facilities and Medical Providers, Item #70, RUN REPORTS: EMERGENCY

See GS4, Item #70, "Run Reports: Emergency"

SAFETY REPORTS

use General Records Schedule GS1-SL for State and Local Government Agencies, Item #241,

INCIDENT REPORT FILES

or General Records Schedule GS1-SL for State and Local Government Agencies, Item #188, INJURY

RECORDS

or General Records Schedule GS1-SL for State and Local Government Agencies, Item #78, VEHICLE

ACCIDENT RECORDS

See GS1, Item #241, "Incident Reports;" GS1, Item #188, "Injury Reports;" and GS1, Item #151, "Vehicle Accident Reports"

SPECIFICATIONS: APPARATUS AND EQUIPMENT

use General Records Schedule GS1-SL for State and Local Government Agencies, Item #223,

EQUIPMENT REFERENCE FILES

See GS1, Item #42, "Purchasing Records"

STATE FIRE MARSHAL REPORTS: MONTHLY

use General Records Schedule GS1-SL for State and Local Government Agencies, Item #124,

OPERATIONAL AND STATISTICAL REPORT RECORDS

General Records Schedule GS8 for Fire/Rescue Departments
*****CROSS-REFERENCE*****

SUPPLEMENTAL COMPENSATION PROGRAM: ACCEPTANCE RECORDS

use **SUPPLEMENTAL COMPENSATION PROGRAM: ENROLLMENT/REMOVAL RECORDS**

SUPPLEMENTAL COMPENSATION PROGRAM: NOTICE OF INELIGIBILITY

use **SUPPLEMENTAL COMPENSATION PROGRAM: ENROLLMENT/REMOVAL RECORDS**

SUPPLY ORDERS: STATION REQUESTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #42,
PURCHASING RECORDS

or use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #340,
DISBURSEMENT RECORDS: DETAIL

See *GS1*, Item #42, "Purchasing Records;" and *GS1*, Item #22, "Requisitions"

TIRE LOGS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #154,
VEHICLE RECORDS

See *GS1*, Item #154, "Vehicle Records"

TRAINING RECORDS: IN-SERVICE

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*
PERSONNEL RECORDS item

See *GS1*, Item #217, "Continuing Education Records: In-House;" and *GS1*, Item #148, "Training
Records: Employee"

TRAINING RECORDS: PERFORMANCE

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*
PERSONNEL RECORDS item

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, **STAFF
ADMINISTRATION RECORDS**

TRAINING RECORDS: STUDENT EVALUATIONS (FINAL)

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*
PERSONNEL RECORDS item

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, **STAFF
ADMINISTRATION RECORDS**

VEHICLE RECORDS: REGISTRATION/LIST (EQUIPMENT)

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #154,
VEHICLE RECORDS

See *GS1*, Item #224, "Vehicle Logs;" and *GS1*, Item #154, "Vehicle Records"

VEHICLE RECORDS: REGISTRATION/LIST (SUPPORTING DOCUMENTS)

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #154,
VEHICLE RECORDS

See *GS1*, Item #224, "Vehicle Logs;" and *GS1*, Item #154, "Vehicle Records"

WEATHER AND RAINFALL REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,
OPERATIONAL AND STATISTICAL REPORT RECORDS

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #373,
SUBJECT/REFERENCE FILES

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #3,
ADMINISTRATIVE SUPPORT RECORDS

General Records Schedule GS8 for Fire/Rescue Departments

*****ALPHABETICAL LISTING*****

ALPHABETICAL LISTING

ACCREDITATION RECORDS: FIRE RESCUE DEPARTMENT	Item #XXX
ACTIVITY LOGS: FIRE/RESCUE DEPARTMENTS	Item #1
ALARM REPORTS: FIRE (NON-ARSON)	Item #51
BRUSH CLEARANCE RECORDS	Item #53
DRILL RECORDS: FIRE/SAFETY	Item #59
FALSE ALARM REPORTS	Item #3
FIRE EXPLORERS RECORDS	Item #XXX
FIRE HYDRANT RECORDS	Item #25
FIRE HYDRANT RECORDS: FLOW TESTS	Item #XXX
FIRE SAFETY INSPECTION RECORDS: NO VIOLATIONS	Item #XXX
FIRE SAFETY INSPECTION RECORDS: VIOLATIONS	Item #XXX
FIRE SAFETY REVIEW RECORDS: BUILDING PLANS	Item #XXX
FIRE SAFETY REVIEW RECORDS: PLANS	Item# 61
INVESTIGATION RECORDS: ARSON - CAPITAL/LIFE FELONY	Item #4
INVESTIGATION RECORDS: ARSON - NON-CAPITAL/LIFE FELONY	Item #5
INVESTIGATION RECORDS: DAMAGE TO FIRE DETECTION/SUPPRESSION MECHANISMS	Item #62
MINIMUM STANDARDS COURSE: ROSTER OF STUDENTS	Item #63
RUN REPORTS: NON-EMERGENCY	Item #39
SAFE PLACE PROGRAM RECORDS	Item #66
SUPPLEMENTAL COMPENSATION PROGRAM: ENROLLMENT/REMOVAL RECORDS	Item #XXX
SUPPLEMENTAL COMPENSATION PROGRAM: QUARTERLY REPORTS	Item #69
TOXIC SUBSTANCES LISTS	Item #70

General Records Schedule GS8 for Fire/Rescue Departments

*****NUMERICAL LISTING*****

NUMERICAL LISTING

ACTIVITY LOGS: FIRE/RESCUE DEPARTMENTS	Item #1
FALSE ALARM REPORTS	Item #3
INVESTIGATION RECORDS: ARSON - CAPITAL/LIFE FELONY	Item #4
INVESTIGATION RECORDS: ARSON - NON-CAPITAL/LIFE FELONY	Item #5
FIRE HYDRANT RECORDS	Item #25
RUN REPORTS: NON-EMERGENCY	Item #39
ALARM REPORTS: FIRE (NON-ARSON)	Item #51
BRUSH CLEARANCE RECORDS	Item #53
DRILL RECORDS: FIRE/SAFETY	Item #59
FIRE SAFETY REVIEW RECORDS: PLANS	Item# 61
INVESTIGATION RECORDS: DAMAGE TO FIRE DETECTION/SUPPRESSION MECHANISMS	Item #62
MINIMUM STANDARDS COURSE: ROSTER OF STUDENTS	Item #63
SAFE PLACE PROGRAM RECORDS	Item #66
SUPPLEMENTAL COMPENSATION PROGRAM: QUARTERLY REPORTS	Item #69
TOXIC SUBSTANCES LISTS	Item #70
ACCREDITATION RECORDS: FIRE RESCUE DEPARTMENT	Item #XXX
FIRE EXPLORERS RECORDS	Item #XXX
FIRE HYDRANT RECORDS: FLOW TESTS	Item #XXX
FIRE SAFETY INSPECTION RECORDS: NO VIOLATIONS	Item #XXX
FIRE SAFETY INSPECTION RECORDS: VIOLATIONS	Item #XXX
FIRE SAFETY REVIEW RECORDS: BUILDING PLANS	Item #XXX
SUPPLEMENTAL COMPENSATION PROGRAM: ENROLLMENT/REMOVAL RECORDS	Item #XXX

