

RECORDS RETENTION SCHEDULE: FIRE
(Admin., Emergency Mgmt., EMS, Fire Prevention, Ops / Suppression, Training)

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FIRE / ADMINISTRATION								
Fire / Admin.	FR-001	Fire Incident Database (ImageTrend)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; retention is required for Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods or Materials; CFC §§ 1.8.4.3.1, 104.7 – 104.7.4 and 107.5; GC §34090 et seq.
Fire / Admin.	FR-002	Awards / Certificates that are NOT sent to Human Resources	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Admin.	FR-003	Drone (Unmanned Aerial Vehicle) Recordings	When No Longer Required		Mag			Does not record regular and ongoing operations; GC §34090.6 et seq,
Fire / Admin.	FR-004	ISO Insurance Ratings	15 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-005	Monthly Statistical Reports / Run Statistics	When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Considered a preliminary draft / copy (the Fire database is the original, and can accurately re-create the reports); GC §34090 et seq.
City Clerk	FR-006	Mutual Aid Agreements, Joint Power Authorities (Local / State)	Copies - When No Longer Required	Yes: Before Completion	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk is OFR; GC §34090.7
Fire / Admin.	FR-007	Public Affair Events (Certificates of entitlement for fund-raisers / events, tours / presentations, / public event information - Fire Service Day, Press Release, Press contacts / department newsletters)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC § 34090 et seq.

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Fire / Admin.	FR-008	Legal Affairs (includes Public record requests, Environmental Review requests, Subpoena requests, injury/damage waivers, Ride-a-long / parking requests, / use of off-site facilities hold harmless waivers)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090
Fire / Admin.	FR-009	Strike Team Reimbursement (OES / FEMA)	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
FIRE / EMERGENCY MANAGEMENT (See City-Wide for Grants)								
Fire / Emergency Manage.	FR-010	Emergency Operations Plan	When Superseded	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
FIRE / EMERGENCY MEDICAL SERVICES								
Fire / EMS	FR-011	Fire Incident ePCR Database (ImageTrend)	Indefinite - Minimum 20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated (e-PCRs for minors are required until 1 year after age 18, but not less than 7 years - see Patient Care Reports); GC §34090 et seq.
Fire / EMS	FR-012	Controlled Substance Logs, Inventories / Drug Logs	3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - required for 3 years; 21 CFR §1304.04, 1310.04; 22 CCR 70263 and 71233; , B&P 4081; GC §34090
Fire / EMS	FR-012.5	Employee Vaccinations, TB Test, etc.	Separation + 30 years OR Deceased + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 8 CCR 5144, 8 CCR 15400.2; 29 CFR 1910.1020(d)(1)(i), GC §§12946, 34090
Fire / EMS	FR-013	EMS Complaints	3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Statute of Limitations for health providers is 3 years; Call Records are required for 3 years; 13 CCR 1100.7, CCP §340.5, GC §34090
Fire / EMS	FR-014	HIPAA Policies / Procedures (Health Insurance Portability / Accountability Act)	Superseded + 6 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	45 CFR 164.530(j)

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Fire / EMS	FR-015	Patient Care Reports / PCRs / e-PCRs (EMS transportation) Reports: ALL (medical / non-medical.) Includes e-PCR Database / Electronic Patient Care Report Database (ImageTrend) Patient Information Worksheets are drafts	20 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; adults required for 10 years for Medi-Cal patients, 7 years for non-Medi-Cal adults; minors until 1 year after age of majority, but not less than 10 years for Medi-Cal patients, 7 years for non-Medi-Cal minors; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, H&S §§1797.98e 123145; 42 CFR 482.24(b); 22 CCR 97530.9(c)(3), 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3; GC §30490
FIRE / FIRE PREVENTION								
Fire / Fire Prevention	FR-016	Fire Inspection Database (ImageTrend)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §§ 1.8.4.3.1, 104.7; CBC § 107.5; H&S §19850; GC §34090
Fire / Fire Prevention	FR-017	Fire Inspections / Business Inspection Files / Occupancy Inspections / Approvals, Modification / Alternative Methods / Materials	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC § 104.7; GC §34090

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County CUPA	FR-018	Hazardous Materials Business Plans, Inventories, Permits, etc.	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not City Records, County CUPA is the Office of Record (CUPA = Certified Unified Program Agencies)
Fire / Fire Prevention	FR-019	Permits: Construction Fire Permits: High Piled Storage, Sprinkler Systems, etc.	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC § 104.7; GC §34090
Fire / Fire Prevention	FR-020	Permits: Operational Fire Code Permits / Special Event Permits (assembly permits, burn permits, candle permits, tent permits, open flame, etc.)	Expiration of Permit + 2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §104.6 104.7; GC §34090
Fire / Fire Prevention	This needs to be alphabetized after the Fire Marsal changes it to what they want	Fire Department Licenses	Surrendered + 2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §104.7; GC §34090
Fire / Fire Prevention	This needs to be alphabetized after the Fire Marsal changes it to what they want	Special Event Permits	Expiration + 2 years	Yes: Before Event	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090

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Fire / Fire Prevention	FR-021	Plan Review / Fire Sprinkler, Fire Safety Plans (Final, Approved by the Fire Department Only)	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	CFC §§ 1.8.4.3.1, 104.7; CBC § 107.5; H&S §19850; GC §34090
Fire / Fire Prevention	FR-022	Public Information / Education (when produced internally)	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Fire / Fire Prevention	FR-023	Weed Abatement / Vegetation Abatement	Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

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FIRE / OPERATIONS / SUPPRESSION								
Fire / Ops	FR-024	Fire Operations Database (ERS / ESO)	Indefinite - Minimum Life of the Structure or Activity or Minimum 5 years, Whichever is Longer	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; CFC §§ 1.8.4.3.1, 104.7 – 104.7.4 and 107.5; GC §34090 et seq.
Fire / Ops	FR-025	Apparatus, Equipment / Vehicle Maintenance / Testing	Closed + 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Closed = Surplus / Disposal of Apparatus, Equipment, Vehicle; Department Preference to be in compliance with NFPA Standards for in-service automotive fire apparatus ; NFPA 1911.4.7.3 & Annex C.5, GC §34090
State of California	FR-026	California Fire Incident Reporting System (CFIRS) / CalStats, CAIRS / California Incident Data / Statistics Program, etc.	Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Not City Records, The Cal Fire and/or the State Fire Marshal is the Office of Record
Fire / Ops	FR-027	Controlled Substance Logs, Inventories / Drug Logs	3 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04; GC §34090
Fire / Ops	FR-028	Fire Investigations - Arson / Capital Crimes Only	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Ops	FR-029	Fire Investigations - OTHER Than Arson / Capital Crimes	Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	5 years is required; CFC §106.4; CFC §§ 1.8.4.3.1, 104.7 – 104.7.4 and 107.5 ; GC §34090 et seq.
Fire / Ops	FR-030	Fire Station Inspection Reports	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

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Fire / Ops	FR-031	Incident Logs / Station Log Books / Red Books	10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Fire / Ops	FR-032	PPE Checklists (Personal Protective Equipment Checklists)	2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Fire / Ops	FR-033	Pre-Fire Plans	When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	GC §34090 et seq.
FIRE / TRAINING								
Fire / Training	FR-034	Training Database / Training File by Employee (APS) Certificates, MERT/DL546, EMT/Paramedic license, etc. Required Information for all Employee Training (if records are created): Employee Name Training Provider's Name Date Duration (length) Core Competencies / Skills Certifications / Qualifications	Indefinite - Minimum Separation + 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Data is interrelated; GC §34090 et seq. LC §1198.5