



FIRE DEPARTMENT

ANNUAL TRAINING RECORDS

Active: Permanent

Disposition: Permanent

BPY

Active: 2 years

Disposition: Destroy

BUILDING INSPECTION OCCUPANCIES

Active: Permanent

Disposition: Permanent

CERTIFIED MAIL RECEIPTS

Active: 1 year

Disposition: Destroy

EMPLOYEE PERSONNEL FILES

Active: Time of employment

Disposition: Permanent

FIRE INVESTIGATION ACTIVITY LOG

Active: Permanent electronic

Disposition: Permanent

FIRE INVESTIGATION CASE JACKETS

Active: Paper retention at least 5 years (criminal statute of limitation), permanent electronic

Disposition: Permanent

FIRE INVESTIGATION INCIDENT INFORMATION SHEETS

Active: Permanent

Disposition: Permanent

FIRE INVESTIGATION NARRATIVE REPORTS - ELECTRONIC

Active: Permanent

Disposition: Permanent

FIRE INVESTIGATION PHOTOGRAPHS

Active: Permanent

Disposition: Permanent

FIRE INVESTIGATION TRAINING RECORDS

Active: Permanent

Disposition: Permanent

FIRE PROTECTION PLANS

Active: Permanent

Disposition: Permanent

FIRE REGULATIONS/OPERATING PROCEDURES/COMMUNICATIONS

Active: Until superseded or obsolete

Disposition: Destroy paper, electronic permanent

FIRE REPORTS

Active: 5 years

Disposition: Destroy

FIRE REPORT REQUESTS

Active: 1 year

Disposition: Destroy

FIRE VEHICLE ACCIDENT RECORDS

Active: 10 years

Disposition: Destroy

HOUSE RECORDS

Active: Permanent

Disposition: Permanent

HYDRANT INSPECTION

Active: Permanent

Disposition: Permanent

INCIDENT ACCIDENT REPORTS

Active: Permanent

Disposition: Permanent

INJURY FATALITY STATISTICS

Active: Permanent

Disposition: Permanent

INTERNATIONAL FIRE CODES

Active: Permanent

Disposition: Destroy pages when superseded with an update

KANSAS FIRE INFORMATION REPORTS

Active: 10 years

Disposition: Destroy

MEDICAL TREATMENT REFUSALS

Active: 5 years

Disposition: Destroy

OPEN RECORDS REQUEST

Active: 3 years

Disposition: Destroy

PAYROLL DOCUMENTS

Active: Permanent

Disposition: Permanent

PUBLIC EDUCATION BROCHURES

Active: Permanent

Disposition: Destroy when updated

PURCHASE ORDERS AND ALL PAYMENTS OF DOCUMENTS

Active: 3 years

Disposition: Destroy

RECEIPT BOOKS

Active: 3 years

Disposition: Destroy

RECRUIT TRAINING RECORDS

Active: Permanent

Disposition: Permanent

REQUISITIONS

Active: 3 years

Disposition: Destroy

SCRAPBOOK/NEWSPAPER CLIPPINGS

Active: Permanent

Disposition: Permanent

SUBPOENAS FOR FIRE FIGHTERS

Active: 1 year

Disposition: Destroy

TIMESHEETS

Active: 5 years

Disposition: Destroy

TRAVEL DOCUMENTATION

Active: 3 years

Disposition: Destroy

WAIVERS/HOLD HARMLESS AGREEMENTS

Active: 5 years

Disposition: Destroy

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