

# Fire department activity report (GRS-1218)

## Utah General Retention Schedule

### Description

This is a daily and monthly activity report per work shift per officer. It is used to compile annual reports and for planning and budgeting purposes. It usually includes date and fire number; may also show officer's name, shift, vehicle number, case number, and total hours on and off duty.

### Retention and Disposition

Retain for 2 years, and then destroy records.

### Categories

Municipality

Fire Department

### Effective

12/1997

### Previous Schedule Number

MUN-26-1