

This schedule has been discontinued. Please use GRS-2025: First responder activity records.

Fire department activity report (GRS-1218) (DISCONTINUED)

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

Fire Department

Effective

12/1997 – 04/2018

Previous Schedule Number

MUN-26-1