

Retention and Classification Report

Agency: Salt Lake City (Utah). Fire Department (1031)

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AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 81755

3

TITLE: Activities monthly summary report

DATES: 1982-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These are monthly reports compiled by the Fire Prevention Bureau to summarize the activities of the Fire Department. They are used to provide information to the general public and the news media and to compile annual reports. These reports include month and year to date statistics of number of fires; injuries; casualties; dollar loss; fire education classes held and attendance; number of yearly inspections completed; breakdown of causes of fires; undetermined cause of fires by date; owner/occupant name; and dollar loss.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the department.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 23524

3

TITLE: Activity log books

DATES: 1918-1920, 1946-1987.

ARRANGEMENT: By station, thereunder chronological.

DESCRIPTION:

These record books log daily activities from routine housekeeping and maintenance to emergency calls. There is one unidentified volume, Aug. 1918-Nov 1920; twenty-two volumes from Fire Station #7, Dec 1946-1987; and one volume from Rescue Unit 10, 1976-1977.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 23560

3

TITLE: Alarm reports

DATES: 1893-1905; 1926-1931; 1946-1958.

ARRANGEMENT: chronological

DESCRIPTION:

These volumes log every alarm responded to, including type, time, and equipment used.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the historic value of these records in documenting the history of the Salt Lake fire department due to the limited number of available records from the agency.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82341

3

TITLE: Alarm system cables maps and drawings

DATES: 1940-2019.

ARRANGEMENT: Alphabetical by geographical location

DESCRIPTION:

These files contain maps and drawings of all underground and overhead cables for the fire alarm box system. This system will soon be replaced and these records will become obsolete. They are now used for maintenance purposes.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until system changes and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau. These records have no value once system has been replaced.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82333

3

TITLE: Annual hose test reports

DATES: 1984-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These report forms record tests required by the fire department of all fire hoses. They are used to determine whether all hoses are in good working condition. Includes date of test; date last tested; station number; apparatus number; officer name; hose diameter; conditions found; trade name; service date; cause of failure; thread of coupling defects corrected; gaskets replaced; and signature of officer in charge of test.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until 5 tests and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is in accordance with the standard fire suppression rating schedule requirements for insurance purposes. The rating schedule requires a history of five tests to verify hoses are in good working condition. Currently hoses are tested annually.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 4913

3

TITLE: Annual reports

DATES: 1950-1984.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These are reports on program activities and accomplishments of the municipality or individual department for the previous year.

They may include statistics, narrative reports, graphs, and diagrams.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82358

3

TITLE: Apprentice training files

DATES: 1985-2018.

ARRANGEMENT: alphabetical by employee name

DESCRIPTION:

These files document department's four year firefighter apprentice program. Fire fighter recruits are required to participate in this program. After completion of the apprenticeship, firefighter receives journeyman certificate. These files include apprenticeship agreement; daily consolidated comment sheet listing daily activity; testing; correspondence; tests taken; monthly apprentice report by officer and by employer; and quarterly performance evaluation completed by training officer.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82324

3

TITLE: Automated Fire Department Information System

DATES: 1985-2019.

ARRANGEMENT: none

DESCRIPTION:

This microcomputer system contains current general operational information on fire department personnel, department programs, investigations, budgets and other financial information. It is used for quick access on current department programs, department roster, and budget. Includes current information on department roster, arson investigations, fire prevention, weed abatement, correspondence, and financial information.

RETENTION:

Retain for 7 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office until information is updated or changed and then erase.

Computer magnetic storage media: Retain in Office for 1 week and then erase.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82345

3

TITLE: Automated fire and medical incident information system

DATES: 1978-2018.

ARRANGEMENT: Numerical by computer assigned number

DESCRIPTION:

This automated file contains information on each dispatch call received by the fire department. It is used for verifying calls received. The information is retained in the Police Department's Aided Dispatch System for three days and then is dumped into the City Computer System. This file includes date; time case cleared; time case assigned; time first unit arrived on scene; case number; address; city or agency; whether medical or fire dispatch; complaint position; complaint operator identification number; dispatch position; dispatch identification number; phone number complainant; reporting party; priority code; reported address; comments pertinent to case; name of officer in charge; and name of employee completing report.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 months and then destroy.

Computer data files: Retain in Office for 3 days and then put to tape.

Computer magnetic storage media: Retain in Agency Record Center for 4 years and then erase.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82345

TITLE: Automated fire and medical incident information system

(continued)

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 23556

3

TITLE: Band minute book

DATES: 1922-1924.

ARRANGEMENT: chronological

DESCRIPTION:

These minutes record the activities of the departmental band. The minute pages are glued into the beginning sections of an 1891 fire house expense ledger; correspondence and clippings pertaining to the band are glued toward the back.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82348

3

TITLE: Battery and charger log

DATES: 1962-2018.

ARRANGEMENT: Chronological

DESCRIPTION:

These monthly logs record the level of batteries used to back up box alarm system. They are used to verify that batteries are working properly. These logs include date checked, by whom, and hydrometer reading for each battery cell.

RETENTION:

Retain until administrative need ends

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until use of batteries is discontinued and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82325

3

TITLE: Bicycle license registrations

DATES: 1980-2018.

ARRANGEMENT: Numerical by license number

DESCRIPTION:

This is a record of licenses issued to bicycle owners. City fire stations only issue the bicycle licenses. The record copy of the registration certificate is filed with the Police Department. The fire department does not use their copy of the form. Includes owner's name; address; phone number; date issued; license number; amount collected and signature person issuing licenses.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 month and then destroy provided record copy is sent to Police Department.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the Bureau. Since the department does not use the form it has been determined it is unnecessary for the Fire Department to maintain a copy. The police department uses it in the recovery of lost and stolen bicycles.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82322

3

TITLE: Business inspection records

DATES: 1955-

ARRANGEMENT: Alphanumerical by location

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These files document the fire inspections of all businesses and apartment houses in Salt Lake City. They are used to determine compliance to city fire codes for fire prevention purposes. These files include correspondence; copy of business license; history of building; notices of violations; citations; special notices or orders; and inspection reports, and various forms used for inspections of different types of businesses or schools such as: Premises Information Report (lists premise hazards data, physical data, and occupancy information); Fire Drills Conducted in Salt Lake City Schools (lists schools drilled, date, number of floors, number of outside exits, number of students, and performance rating of drill); School Inspection (which checks all aspects of the building for safety purposes); Theater Inspection Forms (listing each city theater and a checklist of potential dangers); Building Inspection Construction (contains a checklist of potential hazards).

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection and provided files of demolished bldgs. transfer to Archives.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82322

TITLE: Business inspection records

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This retention is based upon the administrative needs expressed
by the bureau. These files are very important in architectural
history and should be retained permanently.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82312

3

TITLE: Case photograph files

DATES: 1960-

ARRANGEMENT: Chronological

DESCRIPTION:

These are photographs of fires. They are used as evidence in investigations.

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Photographs: Retain in Office for 25 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). This retention is based upon the administrative needs of the bureau and the legal requirements expressed by the city attorney. These photographs may have historical value and should be sampled to provide adequate documentation on fires in Salt Lake City.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82337

3

TITLE: Daily activity logs

DATES: 1979-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These logs are maintained by each fire department station, unit or division. They are used to monitor daily activity of assigned personnel. These logs include apparatus used each day; activity of each individual crew; orders recieved; and supplies received.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82311

3

TITLE: Daily and monthly fire investigation reports

DATES: 1978-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports are completed daily and monthly on all fire investigations. They are used for investigative purposes and for identifying trends in arson investigations. These reports include date and time of investigations; fires investigated; cause of fires; hours of investigation; whether arrests or convictions; time spent in court; hours spent on special assignments; training received or given; flammable liquid and hazardous chemical information such as incidents; tank inspections; and consultations; and any special assignments received.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based upon the administrative needs expressed by the bureau to establish a pool of information on fire investigations for planning and research purposes.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82346

3

TITLE: Daily dispatch log

DATES: 1900-

ARRANGEMENT: Chronological

DESCRIPTION:

This daily log contains information on all dispatch activity. It is used for budget and planning purposes. This log includes personnel working, time, shift, name and number, and a summary of the events of the day.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: For records beginning in 1900 through 1920. Retain in Office for 6 years and then transfer to State Archives with authority to weed.

Paper: For records beginning in 1920 and continuing to the present. Retain in Office for 6 years and then destroy.

APPRAISAL:

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82349

3

TITLE: Dispatch information automated file

DATES: 1980-2019.

ARRANGEMENT: none

DESCRIPTION:

This automated file contains general fire department information concerning city streets, hydrants, and fire stations. It is used to provide appropriate information to dispatch fire equipment. Since information is used for dispatch purposes it must be kept as current as possible. This file includes street grid system; beat information; fire response areas; prior activity information; offenders, repeaters, threateners, individuals antagonistic to persons in uniform; special medical information; premise information (location of gas line shut off, who has keys to buildings, etc); emergency services needed in specific areas; all vehicles, engines, stations, and available personnel; hydrants out of service; and streets closed. This information is constantly being changed and updated and is backed up monthly.

RETENTION:

Retain for 60 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office until information is updated and then erase.

Computer magnetic storage media: Retain in Office for 60 days and then erase.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82349

TITLE: Dispatch information automated file

(continued)

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82308

3

TITLE: Emergency Medical Services abuse reports

DATES: 1980-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These are report forms completed in cases of false or non-emergency calls. They are used to monitor abuse of the EMS system. Abusers of the system may be ticketed and/or taken to court. These forms include name of alleged abuser, date, address, phone number, Fire Department run number, complaint to dispatcher, actual findings, description of nature of abuse, action taken, Fire Department unit number and team name, and Gold Cross unit number and team name.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This retention is based upon the administrative needs expressed by the department's fire surgeon. It is necessary to show a history of abuse of the EMS system to take individuals to court.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82342

3

TITLE: Emergency medical equipment maintenance files

DATES: 1983-2019.

ARRANGEMENT: Alphabetical by type of equipment

DESCRIPTION:

These files contain maintenance records for all fire department emergency medical equipment. They are used to verify that fire equipment has had regular maintenance. These files include copies of contracts; previous maintenance schedule; test protocols; equipment inventory; performance test records; repair records; parts used; and service reports.

RETENTION:

Retain for 1 year(s) after disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after equipment is out of service and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82309

3

TITLE: Emergency medical response cards

DATES: 1974-2019.

ARRANGEMENT: Numerical by case report number

DESCRIPTION:

These are the original dispatch cards recording each emergency medical run. They are used to document the response to medical calls. The Bureau is in the process of having these cards microfilmed. These cards include assigned number; date; case report number; time; tape number; location; number of engine or rescue unit responding; type of medical assistance; dispatched rescue number; rescue unit officer name; patient's name; age; sex; address; phone number; mode of transportation given; hospital transported to; nature of problem; rescue treatment given; supplies used; equipment used; remarks; and name of dispatcher.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until microfilming can be completed, or 25 years and then destroy.

Microfilm master: Retain in Office for 25 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the department's fire surgeon. This form is part of the patient's medical history and should be maintained for at least 25 years.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82309

TITLE: Emergency medical response cards

(continued)

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82356

3

TITLE: Emergency medical technician training files

DATES: 1973-2019.

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These files document the medical training of Emergency Medical Technicians employed by the Salt Lake City Fire Department. These files include certifications and recertifications; recertification tests; applications for certifications; and related correspondence.

RETENTION:

Retain for 7 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after termination, retirement, or death of employee and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based upon the administrative needs expressed by the bureau. Only the training certificates are maintained in the EMTs personnel file.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82316

3

TITLE: Equipment run books

DATES: 1982-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These books are used to log information for each run (fire, medical, or public assistance) and each apparatus (ladder, engine, rescue unit) in each fire station. It is used to compile the annual statistical report and for projecting future service, budget needs and planning for future liability. These books include time of occurrence, address, run number, what was found, and time in service.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82315

3

TITLE: Evidence room log

DATES: 1984-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

This is a log of all evidence collected in fire investigations. It is used to monitor access to evidence for security purposes. The department must show evidence was not tampered with and was under the continuous supervision of department. This log includes date, visitor's name, case number, title, representative for, time in and out; and explanation of reason for entry.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s). This retention is based upon the administrative needs expressed by the bureau and the legal needs expressed by the city attorney.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82326

3

TITLE: Exposure report

DATES: 1982-2019.

ARRANGEMENT: Alphabetical by name of fire fighter

DESCRIPTION:

This report is completed when a fire fighter is exposed to toxic fumes, smoke, or chemicals during the course of fire fighting. It is used to verify exposure in case of illness. Includes name of employee; position; station or section; platoon; address where injury occurred; name and type of occupancy; date of exposure; time; incident number; description of exposure (name of gas, chemical, or smoke); duration of exposure; symptoms present; date and signature of employee; and date and signature of supervisor.

RETENTION:

Retain for 75 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 75 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
This retention is based upon the administrative needs of the bureau and the legal requirements expressed by the City Attorney. Since the long-term effects of some chemicals is not known the department would like to maintain for at least 75 years.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 23561

3

TITLE: Financial records

DATES: 1878-1922.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These volumes contain details of expenditures, property lists, and fire losses. Specifically: Eagle Hook and Ladder Co. #1 (1 vol.), 1878-1883, property list book; Pioneer Engine Co. #1 (loose sheet), 1878, property schedule; Department Property Schedule (loose sheet), 1889; Distribution Expense Ledger (1 vol.), 1909-1913, detailed expenditures; Insurance & Fire Losses (loose sheet), 1912, typed table of property, insurance value, and fire loss; and Voucher Register (1 vol.), 1916-1922, detailed expenditures.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82314

3

TITLE: Fire investigation report files

DATES: 1979-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports consist of a variety of forms completed during the course of fire investigations. They are used for investigation purposes and are the basis of case files on the fire investigation. These reports include Structure Fires; Fire Investigator's Field Guide; Investigation Report; Interview Form; Photograph Log; Insurance Information; Motor Vehicle Fires; Injury/Fatal Field Guide; Records/Documents Checklist; Evidence Log; and Initial Request for Investigation.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82319

3

TITLE: Fire run reports

DATES: 1973-1983.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports document each dispatched fire call. They are used for budget planning, reports, and litigation purposes. These reports include Fire Department identification number; incident number; date; alarm time; arrival time; type of situation found; type of action taken; cause of fire; address; name of occupant; name of owner; telephone number; type of vehicles and crews responding; incident related injuries or death information; area of fire origin; form of heat or ignition; form and type of material ignited; method of extinguishment; estimated dollar loss; extent of damage, detector or sprinkler performance; smoke information; whether mobile property or equipment involved; name and position of officer in charge; and name and position of employee completing report.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Microfilm master: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the department. They believe the information is important for comparison purposes.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82344

3

TITLE: Fire station information files

DATES: 1940-2019.

ARRANGEMENT: Numerical by station number

DESCRIPTION:

These files contain compiled information on individual fire stations. They are used in the maintenance of station houses.

These files include electrical equipment; alarm equipment; heating; and air conditioning.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until equipment is changed or replaced and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 30161

3

TITLE: First responder emergency contact records

DATES: 2021-

ARRANGEMENT: Alphabetical by employee last name.

DESCRIPTION:

These records include the names and contact information of individuals identified by Salt Lake City first responders, who should be reached in cases of emergent circumstances regarding the first responder such as injury or death.

RETENTION:

Retain until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Emergency contact records, GRS-16583.

AUTHORIZED: 10-25-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office until separation and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

Utah Code 63G-2-302(1)(g)(2021)and Utah Code 63G-2-302(2)(d)(2021)

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 23542

3

TITLE: History publications

DATES: 1951-1985.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

This series includes the following publications: Report on 7th annual Firemen's Training School June 21-23, 1951; "The Fire Service of Salt Lake City...History Highlights" by J.K. Piercey, Chief, ca. 1956, a short pamphlet with updated information (mainly staff lists) handwritten in up to 1972; and "A Pictorial History of the Salt Lake City Fire Dept., 1871-1976" with photo sections on history, administration, personnel, relief association, stations, education, retired personnel, and the current department.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82318

3

TITLE: Hydrant card file

DATES: 1982-2019.

ARRANGEMENT: alphanumeric by location

DESCRIPTION:

These cards are located at each fire station and show the location of each fire hydrant in that station area. They are used to locate fire hydrants and to verify annual inspections to document they are functioning properly. These cards include location; notations and dates on annual inspections indicating physical characteristics; operation; flow check; pressure; and leakage.

RETENTION:

Retain until disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until hydrant is no longer active and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based upon the administrative needs expressed by the bureau. For insurance purposes the department must provide the maintenance record of all fire hydrants.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82313

3

TITLE: Incident reference files

DATES: 1979-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These are reference files containing current information on bombs, airport fuels and systems, Environmental Protection regulations on underground tanks, chemical and hazardous materials, fireworks, flammable liquids, abandoned tanks. Though most of the information is provided by outside agencies some is compiled by the fire department. These files include articles, laws, and listings created by bureau.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until info is outdated or superseded by new technology and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82327

3

TITLE: Maintenance log

DATES: 1981-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

This log records repairs made to department buildings and grounds. It is used to verify that repairs were made. Includes date, station location, brief description of problem, date of repairs, and name of person doing repairs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the Bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 81757

3

TITLE: Medical release records

DATES: 1978-1986.

ARRANGEMENT: numerical by assigned number

TOTAL VOLUME: 1.00 cubic foot.

DESCRIPTION:

These forms are completed when patient refuses care by fire Department or ambulance company personnel. In 1986, this form became part of the Emergency Medical Service Incident Report. They are used to verify the refusal of medical care. These forms include run number, reason for refusing treatment, affidavit for release of responsibility; name and signature of patient, name of EMT (emergency medical technician) or paramedic, date, signature of spouse, parent or legal guardian if patient is under 18, and signature of witness.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the department's fire surgeon. This form is part of the patient's medical history and should be maintained for at least 25 years.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 81754

3

TITLE: Minutes

DATES: 1982-

ARRANGEMENT: none

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are minutes of various department meetings including the Bids Committee; Chief Officer's Staff Meetings; Central Fire Dispatch Committee; Constant Manning Committee; Ad hoc Committee; Planning Committee; and Safety Committee. These minutes include name of committee; date of meetings; committee members in attendance and absent; time began and adjourned; proceedings of meetings; and decisions.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s). This retention is based upon the administrative needs expressed by the department. The record copy of department committee meetings will be transferred to the State Archives in accordance with the State Records committee decision on the historical value of minutes.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82361

3

TITLE: Monthly fire station training report

DATES: 1980-2019.

ARRANGEMENT: Numerical by station or platoon

DESCRIPTION:

This monthly report form is completed for each station showing summary of training results. This report includes station, names of person trained, and type of training.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 23559

3

TITLE: National Board of Fire Underwriters bulletins

DATES: 1944-1984.

ARRANGEMENT: Numerical by bulletin number.

DESCRIPTION:

These are informational bulletins pertaining to fire code safety published by a national insurance company (National Board of Fire Underwriters, later known as American Insurance Association) and collected by the city fire department.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the context provided for Utah activities of the Fire Department.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 23551

3

TITLE: Personnel records

DATES: 1874-1913; 1959-1965.

ARRANGEMENT: chronological

DESCRIPTION:

These records include roll calls, time sheets, and payroll volumes, specifically: Pioneer Engine Co. #1, Roll call/time log, 1874-1889 (1 vol.); Alert Engine Co. #3 Roll call/time log, 1875-1890 plus a listing of 1877-1878 fires with remarks (1 vol.); General Record, 1897-1898 including daily time sheets, scheduling, assignments, appointments, dept. property issued, (1 vol.); Daily Time Sheet Book, 1907-1913 including daily time sheets, appointments, positions (1 vol.); and Payroll Deduction Book, 1959-1965 including departmental payroll showing withholdings for the firemen's relief association (1 vol.).

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the historic value of these records in documenting the history of the Salt Lake fire department due to the limited number of available records from the agency.

PRIMARY DESIGNATION:

Private available only to the subject of the records for 75 years.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82357

3

TITLE: Personnel training files

DATES: 1973-2019.

ARRANGEMENT: alphabetical by employee name

DESCRIPTION:

These files contain the training history of each Fire Department employee. They are used by the Insurance Services Office (ISO) to document the amount of training each recruit has received. These files include monthly training reports prepared by training officer (containing name of employee, station number, month, year, officer signature, platoon, date of training, whether school or drill, and amount of time spent on each subject); certificates earned; and tests taken.

RETENTION:

Retain for 7 year(s) after separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after termination, retirement, or death of employee and then destroy.

APPRAISAL:

These records have administrative value(s).
This retention is based upon the administrative needs expressed by the bureau and city's insurance requirements.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82317

3

TITLE: Petitions log

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This log records petitions from citizens requiring Fire Department approval. This log includes petition number, date petition acted on, subject matter involved, and routing of petition.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).

This retention is based upon the city policy and the decision of city attorney.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 23526

3

TITLE: Photographs

DATES: ca. 1885-1975.

ARRANGEMENT: None.

DESCRIPTION:

Photographs, including some negatives and cabinet cards loose or in albums, depicting individual firemen, fire stations and equipment, and activities of the department.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Photographs: Retain in State Archives permanently with authority to weed.

Photo negatives: Retain in State Archives permanently with authority to weed.

Digital image: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the historic value of these records in documenting the history of Salt Lake City.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 23547

3

TITLE: Pre-planning bulletins

DATES: 1954-1970.

ARRANGEMENT: Chronological

DESCRIPTION:

These binders created by the fire department discuss prominent buildings and their access, construction, contents, etc. in terms of fire-fighting and prevention.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82328

3

TITLE: Pump test files

DATES: 1964-2018.

ARRANGEMENT: Chronological

DESCRIPTION:

These files contain the results of tests conducted on pumping equipment. These tests are used to annually certify pumping capabilities. They are used to check equipment for stability and endurance. Includes apparatus number; date tested; station number; where tested; manufacturer's name and number; whom tested by; whom operated by; elevation; engine make and number; pump make and number; motor size; rated capacity (gallons per minute); cylinders' horse power at pounds pump pressure; peak speed; gear ratio (engine to pump); 90% peak speed; results of various tests; time taken; and remarks.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is in accordance with the standard fire suppression rating schedule requirements for insurance purposes.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82321

3

TITLE: Quarterly inspection report

DATES: 1984-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These reports consist of information compiled from monthly reports of inspections and hydrant testing. They are used to verify that fire department personnel performed the required business inspections and hydrant testing.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82343

3

TITLE: Radio inventory

DATES: 1983-2019.

ARRANGEMENT: Numerical by serial number

DESCRIPTION:

This inventory records the assignment of each mobile and portable radio. It is used to identify the location of all department radios.

RETENTION:

Retain until disposition of asset

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until equipment is no longer functional and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82359

3

TITLE: Recruit training files

DATES: 1985-2019.

ARRANGEMENT: Alphabetical by employee name

DESCRIPTION:

These files document each recruit's training for the first 40 - 45 days. Under civil service rules a recruit may be released during this period. These files include forms to record performance; knowledge; comments by training officers; grading sheets, written examinations; daily comment sheets; notices of deficiency; master progress reports; and related correspondence.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82320

3

TITLE: Special studies

DATES: 1983-

ARRANGEMENT: Alphabetical by name of study

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are studies conducted by the bureau concerning fire prevention. They are used to investigate specific situations and to make recommendations. These studies include special studies on various topics including fireworks, chimney sweeps, and the changing grid system.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). This retention is based upon the administrative needs expressed by the bureau. It has been determined that special studies are important research records that document the activities of the department.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 23541

3

TITLE: Station record books

DATES: 1954-1966.

ARRANGEMENT: chronological

DESCRIPTION:

These station records tally numbers and types (alleys, yards, apartments, businesses, dwellings, etc.) of facilities inspected on a given date. They may also include bicycle sales, laundry records, and engine upkeep logs.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82360

3

TITLE: Supervised drills reports

DATES: 1980-2019.

ARRANGEMENT: Numerical by district platoon

DESCRIPTION:

These monthly report forms are completed by the battalion chief for each district on supervised school fire drills. They are used to verify fire drills were held. These forms include district chief name; school drill number; district and platoon number; date; lists each subject to be tested; lists member present; grade given; and signature of district chief.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is in accordance with the fire suppression rating schedule of the Insurance Services Office (ISO) necessary for insurance coverage.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82310

3

TITLE: Tank applications and permit files

DATES: 1960-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files contain applications received by the Fire Department and permits issued to individuals desiring to store flammable liquids or liquid petroleum. Permits are only issued after the inspection and approval of the tanks. This process is required by city ordinance. These files are used to keep track of all tanks (inactive and active). These files include the application number; date, name of residence or firm; location of premises; kind of flammable liquid; type of storage; quantity; construction of tank; gauge or metal; location of tank with reference to adjacent buildings; total storage in gallons; signature of applicant; name, address, and phone number of person installing tank; amount paid, and signature of inspector approving. Permit includes number; date; name of permittee; address of installation; whom installed by ; special conditions; signature of fire marshal; and sketch or diagram of location along with permit dimensions. Inspection reports contain a checklist of items.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82310

TITLE: Tank applications and permit files

(continued)

APPRAISAL:

These records have administrative value(s).

This retention is based upon the administrative needs of the department. They consider abandoned tanks to be one of the most dangerous health hazards in Salt Lake City. Because of past and current problems they would like to maintain the files permanently.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 23525

3

TITLE: Time exchange record books

DATES: 1944-1967.

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These three volumes log leave time giving name, date, approval, substitute's name, times and reason.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the historic value of these records in documenting the history of Salt Lake City.

PRIMARY DESIGNATION:

Public

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82362

3

TITLE: Training audio-visual library

DATES: 1940-

ARRANGEMENT: Alphabetical by category

DESCRIPTION:

This is an audio-visual library collection of training tapes, film, and slides. Some of the tapes were filmed by the Fire Department while others were obtained from the news media. Video tapes are used to copy film and are then distributed to the various fire stations for training purposes. The tapes are edited for training purposes and tapes are continuously being reused when subject material is no longer useful. This collection includes tapes; video cassettes; slides concerning hazardous materials emergency response; fire fighting; various city incidents; footage of Salt Lake City fires; and medical training tapes.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Video recordings master: Retain in Office until information is no longer useful and then erase.

Motion picture film master: Retain in Office until information is no longer useful and then transfer to State Archives with authority to weed.

Slides: Retain in Office until information is no longer useful and then transfer to State Archives with authority to weed.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82362

TITLE: Training audio-visual library

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
This retention is based upon the administrative needs expressed
by the bureau. These slides and films illustrate the work of the
department and may be useful to future historians.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82347

3

TITLE: Twenty-four hour logging tapes

DATES: 1986-2019.

ARRANGEMENT: Numerical by tape number

DESCRIPTION:

These are twenty-four hour tape recordings of all incoming and outgoing phone or radio calls made from the dispatch office. They are used to document actions of dispatch personnel. These tapes are rotated every fifty-two days. Portions of tapes concerning questionable cases are transferred to cassette tapes.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Sound recordings: Retain in Office for 1 year or until dispute is settled and then erase.

APPRAISAL:

These records have administrative, and/or legal value(s).
This retention is based upon the administrative and legal needs expressed by the bureau.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 81756

3

TITLE: Utah Emergency Medical Services incident report

DATES: 1974-2018.

ARRANGEMENT: Numerical by assigned number in calendar year

DESCRIPTION:

These report forms contain both statistical and patient information on all emergency medical service calls received by the fire department. The report is required by law (UCA 26-8-5) and a copy is submitted to the Bureau of Emergency Medical Services (Dept. of Health) for auditing compliance. This form serves as the medical chart for all patients treated by the department's paramedics. These forms include report number; incident location; patient name; address; unit location on dispatch; cause of injury; run number; date; time; patient age; sex; chief complaint; description of problem; past history; medication history; allergies; odometer reading; physiological status (pulse, blood pressure, respiratory, skin, neurological; Glasgow coma scale, results); medications administered; time and dosage; actions taken; type of EMS response; medical control; type of treatment; and related activity.

RETENTION:

Retain for 25 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 25 years and then destroy.

APPRAISAL:

These records have administrative value(s). This retention is based upon the administrative needs expressed by the department's fire surgeon. This form is seen as an important part of the patient's medical history and should be maintained for at least twenty-five years.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 81756

TITLE: Utah Emergency Medical Services incident report

(continued)

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82323

3

TITLE: Utah Fire Incident Reporting System

DATES: 1980-2019.

ARRANGEMENT: Chronological

DESCRIPTION:

These report forms are completed for each fire and are forwarded to the State Fire Marshall. These forms include Fire Department identification number; incident number, date, alarm time; arrival time; type of situation found; type of action taken; cause of fire; address; name of occupant; name of owner; telephone number; type of vehicles and crews responding; incident related injuries or death information; area of fire origin; form of heat or ignition; form and type of material ignited; method of extinguishment; estimated dollar loss; extent of damage; detector or sprinkler performance; smoke information; whether mobile property or equipment involved; name and position of officer on charge; and name and position of employee completing report. This information is stored on hard disk and backed up monthly and yearly on tape.

RETENTION:

Permanent. Retain for 6 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 04/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years and then destroy.

Computer magnetic storage media: Retain in Office for 3 years and then erase.

Computer magnetic storage media: Retain in Agency Record Center for 1 month and then erase.

Computer magnetic storage media: Retain in Office for 5 years and then erase.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 82323

TITLE: Utah Fire Incident Reporting System

(continued)

APPRAISAL:

These records have administrative value(s).

This retention is based upon conversations with the State Fire Marshall, the Federal Emergency Management Agency (FEMA), and the city's Fire Marshall. This retention meets the administrative needs of the department. Computer tapes of these reports are maintained permanently by FEMA.

AGENCY: Salt Lake City (Utah). Fire Department

SERIES: 23557

3

TITLE: Vigilant Fire Company 4 minute book

DATES: 1881-1883.

ARRANGEMENT: chronological

DESCRIPTION:

These minutes discuss the activities of the #4 company of the department.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

PRIMARY DESIGNATION:

Public