

# Retention and Classification Report

**Agency:** St. George (Utah). Fire Department (2825)

Fire Station #1  
51 South 1000 East  
St. George, UT 84770

**Records Officer:** \_\_\_\_\_

18041	*Evidence log
18034	*Exposure reports
18042	Fatal fire investigative case files
18035	*Investigation case files
18036	*Investigation reports

**AGENCY:** St. George (Utah). Fire Department

**SERIES:** 18041

1

**TITLE:** Evidence log

**DATES:** 1983.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

This is a log that shows the chain of possession of all evidence gathered by the fire department. The log begins when evidence is gathered and ends when evidence is returned or destroyed. A copy of the log usually becomes part of the investigative file.

**RETENTION:**

Retain for 4 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**PRIMARY DESIGNATION:**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2023.

**AGENCY:** St. George (Utah). Fire Department

**SERIES:** 18034

1

**TITLE:** Exposure reports

**DATES:** 1988.

**ARRANGEMENT:** Chronological, thereunder Alphabetical

**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. It includes employee's name, position, station, address where injury occurred, occupancy type, date and time of exposure, incident number, description of exposure, duration of exposure, symptoms present, date and signature of employee, and date and signature of supervisor.

**RETENTION:**

Retain for 30 year(s) after separation

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 30 years after termination of employment and then destroy.

**PRIMARY DESIGNATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2023.

**AGENCY:** St. George (Utah). Fire Department

**SERIES:** 18042

1

**TITLE:** Fatal fire investigative case files

**DATES:** 1983-

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation. See also Investigation case files.

**RETENTION:**

Retain permanently

**DISPOSITION:**

May Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office permanently.

**PRIMARY DESIGNATION:**

Protected

**AGENCY:** St. George (Utah). Fire Department

**SERIES:** 18035

1

**TITLE:** Investigation case files

**DATES:** 1983.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

These case files document nonfatal fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake investigation. See also Schedule 27, Item 11 "Fatal Fire Investigation Case Files."

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2023.

**AGENCY:** St. George (Utah). Fire Department

**SERIES:** 18036

3

**TITLE:** Investigation reports

**DATES:** 1983.

**ARRANGEMENT:** Numerical

**DESCRIPTION:**

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

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule Fire investigation reports, GRS-1234.

**AUTHORIZED:** 04-20-2018

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Protected

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2023.