

## Retention and Classification Report

**Agency:** Clearfield (Utah). Fire Department (3067)

55 S. State Street  
Clearfield, UT 84015

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

23100    \*Activity report

**AGENCY:** Clearfield (Utah). Fire Department

**SERIES:** 23100

3

**TITLE:** Activity report

**DATES:** 1981-2002.

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

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

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 02/2001

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

**PRIMARY DESIGNATION:**

Public