Retention and Classification Report

Agency: North Davis Fire District (Utah) (3261)

North Davis Fire District
381 North 3150 West
West Point, UT 84015
801-525-2850

Records Officer: _____

23758	Ambulance billing reports
23755	Annual reports
23748	Budget background records
23109	Business inspection records
24259	Daily defibrillator check list
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AGENCY: North Davis Fire District (Utah)

SERIES: 23758 1
TITLE: Ambulance billing reports
DATES: 2000-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are reports that are generated in office to compile and monitor monies due to the Clearfield Ambulance for services performed. IRIS Medical Billing actually does all of the billing for ambulance service, however the Fire Department monitors the billing and maintains these accounts receivable reports.

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.

Computer data files: Retain in Office for 4 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)

AGENCY: North Davis Fire District (Utah)

SERIES: 23755 3
TITLE: Annual reports
DATES: 1990-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are summary reports by year that total number of all calls based on type and district of call. They also included dollar loss and civilian or fire service casualties by number only.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

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 Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23748 3
TITLE: Budget background records
DATES: 1996-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

These records are used to assist in the preparation of department budget requests presented to the city council.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Budget records, GRS-1856.

AUTHORIZED: 12-17-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23109 3
TITLE: Business inspection records
DATES: 1984-
ARRANGEMENT: Alphabetical by business name
ANNUAL ACCUMULATION: 3.00 cubic feet.
DESCRIPTION:

These files document fire inspections of all businesses and apartment buildings. They are used to determine compliance to fire codes for fire prevention purposes. They include correspondence, copy of business license, brief history of building, notices of violations, citations, inspection of reports, and various inspection forms.

RETENTION:

Permanent. Retain until disposition of asset

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 11/2000

FORMAT MANAGEMENT:

Paper: Retain in Office until building no longer exists and then transfer to State Archives with authority to weed.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 24259 1
TITLE: Daily defibrillator check list
DATES: 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

This check list is completed by the fire fighter Emergence Medical Service unit each day for each defibrillator to assure proper operation.

RETENTION:

Retain for 1 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 1 year after equipment is replaced and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 24044 3
TITLE: Defibrillator tape recordings
DATES: 2000-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are taped recordings of use of a defibrillator during cardiac arrest on a patient. It records the machine usage, background voices and patient's heart activity. Also included is a paper tape with the patient's defibrillation information recorded on it. These recordings are reviewed by the medical control physician working in conjunction with the fire department.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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

APPROVED: 04/2002

FORMAT MANAGEMENT:

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

Audio cassettes: Retain in Office for 4 years and then destroy.

APPRAISAL:

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

AGENCY: North Davis Fire District (Utah)

SERIES: 24044
TITLE: Defibrillator tape recordings

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: North Davis Fire District (Utah)

SERIES: 24263 3
TITLE: Dispatch log
DATES: 1998-
ARRANGEMENT: Chronological
DESCRIPTION:

This is a daily log maintained on all dispatch activity. These logs are kept as a record of all incidents that the fire department is paged for and responds to. It includes incident number, date, page time, type, address, and initials of responding persons.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dispatch logs, GRS-1221.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 24043 3
TITLE: Dispatch logs
DATES: 1996-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This is a daily log maintained on all dispatch activity. It is used for budget and planning purposes and to document activities of the dispatch office. It includes names of personnel working, time, shift, and a summary of daily events.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dispatch logs, GRS-1221.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

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

The agency has determined that they will maintain these records permanently in office.

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23077 1
TITLE: Emergency medical equipment maintenance records
DATES: 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

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

RETENTION:

Retain for 1 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 1 year after after equipment is replaced and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 24264 3
TITLE: Emergency medical team ride along liability release
DATES: 1998-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.30 cubic feet.
DESCRIPTION:

This document is a release of liability form that all emergency medical team students sign when they participate in ride-alongs with the fire fighters on medical calls.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Dispatch logs, GRS-1221.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

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

Citation: Title 63 Chapter 30

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23144 1
TITLE: Employee training records
DATES: 1995-
ARRANGEMENT: Alphabetical by last name of employee
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These files document course availability and municipal employee participation in training programs sponsored by the municipality, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.

RETENTION:

Retain for 6 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 6 years and then destroy.

Computer data files: Retain in Office for 6 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private 63G-2-302 (1)(f)(2008)

AGENCY: North Davis Fire District (Utah)

SERIES: 23079 1
TITLE: Exposure reports
DATES: 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
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.

APPRAISAL:

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

This disposition is based on 29 CFR 1910.1020 (d)(i)(2000).

PRIMARY DESIGNATION:

Private UCA 63G-2-302 (1)(b)(2008)

AGENCY: North Davis Fire District (Utah)

SERIES: 23080 1
TITLE: Fatal fire investigation case files
DATES: 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
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:

Permanent. Retain until administrative need ends

DISPOSITION:

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (9)(a)(2008)

AGENCY: North Davis Fire District (Utah)

SERIES: 23145 1
TITLE: Fire technical files
DATES: 1970-
ARRANGEMENT: Chronological by date
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These files contain copies of documents retained strictly for reference and informational purposes which are not part of the official files. Includes copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, brochures, catalogs, and vendor price lists.

RETENTION:

Retain until administrative need ends

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 until no longer needed and then destroy.

Computer data files: Retain in Office until no longer needed and then delete.

Video recordings master: Retain in Office until no longer needed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23156 3
TITLE: Government Records Access and Management Act (GRAMA) records requests
DATES: 2000-
ARRANGEMENT: Chronological by date
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These request forms document individuals seeking access to municipal records as provided under UCA 63-2-204 (1997). They include requester's name, address, telephone number; date; record requested; date request received; whether access provided or denied; and date responded.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Records access requests and appeals, GRS-1711.

AUTHORIZED: 06-01-2014

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Private UCA 63G-2-305(1)(f)(2008).

AGENCY: North Davis Fire District (Utah)

SERIES: 24077 3
TITLE: Home day care inspection reports
DATES: 1994-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files document the fire inspection of home day care businesses and apartment buildings. They are used to determine compliance to fire codes for fire prevention purposes. They include inspection reports, various inspection forms, notices of violations and citations.

RETENTION:

Retain for 4 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Fire code inspection records, GRS-1220.

AUTHORIZED: 12-01-1997

FORMAT MANAGEMENT:

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

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23097 1
TITLE: Hose test reports
DATES: 1970-
ARRANGEMENT: Numerical
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These reports record tests required annually by fire departments of all fire hoses. They are used to determine whether hoses are in good working condition. They include test date, date previously tested, apparatus number, hose diameter, conditions found, service date, defects corrected, and officer's signature in charge of test.

RETENTION:

Retain for 2 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 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 24260 1
TITLE: Hydrant maintenance reports
DATES: 1960-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These reports contain all maintenance and repairs performed on each hydrant with the date and type of work performed. They include location, notations and dates of annual inspections indicating physical characteristics, operations, flow check, pressure and leakage.

RETENTION:

Retain for 1 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 1 year after hydrant removed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23081 1
TITLE: Investigation case files
DATES: 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
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.

APPRAISAL:

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

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (9)(a)(2008)

AGENCY: North Davis Fire District (Utah)

SERIES: 24255 3
TITLE: Medical supplies stock inventory lists
DATES: 2000-
ARRANGEMENT: chronological
ANNUAL ACCUMULATION: 0.40 cubic feet.
DESCRIPTION:

These records document medical supplies maintained and used for ambulance services. There are also records that document supplies ordered and received.

RETENTION:

Retain for 1 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Information governance records, GRS-1713.

AUTHORIZED: 02-19-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after reconciled with subsequent inventory and then destroy.

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23179 3
TITLE: Meeting minutes
DATES: 1997-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records document actions of an internal staff committee handling problems within a municipal agency. These committees do not make citywide policy. The records usually include agenda, internal memoranda, notes, and informal minutes.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Internal committee records, GRS-1725.

AUTHORIZED: 12-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Computer data files: Retain in Office for 2 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23169 1
TITLE: Photographic documentation and newspaper clippings
DATES: 1980-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.90 cubic feet.
DESCRIPTION:

This records series consists of newspaper clippings, photographs and photograph negatives which document the activities of the Fire Department. The photographs are primarily of fire and accident scenes, and are used for informational and educational purposes, as well as for historical documentation. Some of the photographs were used originally for investigation purposes. The newspaper clippings and photographs are maintained together in a binder and in card file boxes.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

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.

Photographs: Retain in Office permanently.

Photo negatives: Retain in Office permanently.

APPRAISAL:

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

AGENCY: North Davis Fire District (Utah)

SERIES: 23169
TITLE: Photographic documentation and newspaper clippings

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23751 3
TITLE: Policies and procedures manuals
DATES: 1980-
ARRANGEMENT: Chronological by date, thereunder numerical by policy number
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are records documenting the formulation and adoption of policies and procedures for the function of the Fire Department. Includes narrative or statistical reports and related correspondence on program activities, mission statement, studies regarding department or office operations, circular letters or directives, and records related to significant events in which the Department participated.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23751
TITLE: Policies and procedures manuals

(continued)

SECONDARY DESIGNATION(S):

Protected. UCA 63G-2-305 (11)&(12)(2008).

AGENCY: North Davis Fire District (Utah)

SERIES: 23146 1
TITLE: Pump tests/aerial tests records
DATES: 1981-
ARRANGEMENT: Chronological by date
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These files contain the results of tests conducted on pumping equipment. These annual tests are used to certify pumping capabilities and to check equipment for stability and endurance. They include apparatus number, date tested, station number, where tested, manufacturer's name and number, test results, time taken, and remarks.

RETENTION:

Retain for 2 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 2 years after equipment is replaced and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23110 1
TITLE: Tank applications and permit records
DATES: 1984-
ARRANGEMENT: Alphabetical by name of applicant
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These files contain applications received by the fire department and permits issued to individuals desiring to store flammable liquid or liquid petroleum. Permits are only issued after inspection and approval of tanks. They include an application form, permit, a sketch or diagram of location along with tank dimensions, and an inspection report.

RETENTION:

Retain for 6 year(s) after disposition of asset

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 6 years after removal of tank and then destroy.

APPRAISAL:

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

This records series matches with Municipal General Retention Schedule item 26-21, however the agency has determined that they will retain these records permanently in office.

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23768 3
TITLE: Telephone message registers
DATES: 1996-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

These registers compile all of the daily telephone messages taken by a municipal office. They also include logs and similar records.

RETENTION:

Retain for 6 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Transitory tracking records, GRS-1720.

AUTHORIZED: 03-09-2021

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23078 1
TITLE: Utah Emergency Medical Services incident report
DATES: 1982-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These report forms (including the activity report or sign-in sheets, formally series 23100 as of June 2002) record both statistical and patient information on all Emergency Medical Services (EMS) calls received by the fire department. They serve as the medical chart for all persons treated by the department's paramedics. This report is required by law (UCA 26-8-5(5) (1997)) and a copy is submitted to the State Office of Emergency Medical Services for a compliance audit and is retained for 25 years.

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.

APPRAISAL:

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

This disposition is based on the legal requirement by the agency to produce this report per UCA 26-8-5.5 (2000).

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)

AGENCY: North Davis Fire District (Utah)

SERIES: 23082 1
TITLE: Utah Fire Incident Report System forms
DATES: 1981-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

These report forms are completed for each fire and are submitted to the State Fire Marshall. The information is then submitted by the State Fire Marshal on computer tape to the Federal Emergency Management Agency (FEMA). The information is maintained permanently by FEMA.

RETENTION:

Retain for 6 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 6 years and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: North Davis Fire District (Utah)

SERIES: 23767 3
TITLE: Working papers
DATES: 1980-
ARRANGEMENT: Alphabetical by project type
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are project background records, such as studies, analyses, notes, drafts, and interim reports.

RETENTION:

Retain for 5 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years after completion of project and then destroy.

Computer data files: Retain in Office for 5 years after completion of project and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public