

Retention and Classification Report

Agency: Orem (Utah). Fire Department (4293)

95 E Center St
Orem, UT 84097
801-229-7021

Records Officer: _____

22114	*Equipment run logs
22110	*Hydrant test record
22085	Utah EMS incident report
22113	Utah fire incident reporting system forms

AGENCY: Orem (Utah). Fire Department

SERIES: 22114

1

TITLE: Equipment run logs

DATES: 1986-1991.

ARRANGEMENT: Chronological

DESCRIPTION:

These logs record information on each run (fire, medical, public assistance) and each apparatus used (ladder, engine, rescue unit) in each station. It is used to compile annual statistical reports for projecting future service, budget needs and planning for future liability. These logs include time of occurrence, address, run number, time in service, type of run, and equipment used.

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

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Orem (Utah). Fire Department

SERIES: 22110

1

TITLE: Hydrant test record

DATES: 1970-1986.

ARRANGEMENT: Numerical by address

DESCRIPTION:

These card files (or other similar discrete media) document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations and dates of annual inspections indicating physical characteristics, operations, flow check, pressure and leakage.

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 and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2016.

AGENCY: Orem (Utah). Fire Department

SERIES: 22085

1

TITLE: Utah EMS incident report

DATES: 1967-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These report forms 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 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 6 years and then destroy.

PRIMARY DESIGNATION:

Private

AGENCY: Orem (Utah). Fire Department

SERIES: 22113

1

TITLE: Utah fire incident reporting system forms

DATES: 1967-

ARRANGEMENT: Numerical by case number

DESCRIPTION:

These report forms are completed for each fire and are submitted to the State Fire Marshal. 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 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

APPRAISAL:

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

PRIMARY DESIGNATION:

Public