

RECORDS MANAGEMENT MANUAL

COLORADO SPECIAL DISTRICTS

SCHEDULE NO. 17

PUBLIC SAFETY RECORDS

General Description: Records relating to the enforcement and protective service functions of the district. *The specified retention period applies to the information contained within the record, regardless of the physical format of the record (paper, microfilm, computer disk or tape, optical disk, etc.).*

Duplicate Copies: *Provided that no retention period is specified for duplicate copies, retain those that are created for administrative purposes for 1 year, and retain those created for convenience or reference purposes until no longer needed or for 1 year, whichever is first. Duplicate copies should not be retained longer than the record copy.*

17.10 Agreements And Contracts

See Schedule 7 Agreements and Contracts.

17.30 Civil Defense

See Schedule 17 Emergency Planning and Response.

17.40 Disaster Response Planning

See Schedule 17 Emergency Planning and Response.

17.50 Emergency Planning And Response

Emergency Operations and Management Plans

Records relating to disaster, emergency and civil defense planning and preparation; implementation and testing of disaster warning systems and response planning; disaster response and emergency planning and preparedness of the district. Includes emergency operations plans, incident response plans, and disaster management and recovery plans. See also *Schedule 6 Equipment Records*.

Retention: 1 year + current after superseded, *except* retain 1 copy for historical purposes

Incident Records – Disasters and Emergencies

Documentation of the extent and impacts of natural or manmade disasters and emergency incidents and actions taken by the district in response to such incidents; includes records such as logs, diaries, damage assessment and response reports, situation and resource allocation reports, incident plans, resource ordering and tracking, financial documentation, photographs, and similar incident-related documentation.

Retention: Permanent

Mutual Aid Agreements

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See *Schedule 7 Agreements and Contracts*.

17.60 Equipment - Public Safety

Records pertaining to equipment used by emergency services districts. See also *Schedule 6 Equipment Records*.

Emergency 9-1-1 Service

Retention: 5 years after superseded

Warning Systems – Emergencies and Disasters

See *Schedule 6 Equipment Records*.

17.70 Fire And Rescue Activity Records

Records pertaining to fire suppression and prevention and emergency rescue functions.

Burning Permits

See *Schedule 12 Permit Records*.

Call Sheets – Rescue Unit

Retention: 5 years + current

Equipment

See also *Schedule 6*.

Fire Hydrant Records

Documentation of locations, specifications, maintenance, testing and repair of water hydrants in the district or special district water system.

Retention: 1 year after hydrant is replaced or removed from service

Pumper Tests and Hose Tests

Retention: 1 year after disposal of equipment

Fire Code

See *Schedule 7 Code Book Records*.

Fire Code Board of Appeals

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See *Schedule 1 Building Board Case Files*.

Fire Insurance Rate Maps

See *Schedule 7 Maps and Drawings*.

Incident Records

Fire Call Sheets

Retention: 5 years + current

Fire Prevention Schedule

Retention: 1 year + current

Incident Investigations

Records pertaining to investigations regarding fires and other incidents. See also *Schedule 17 Hazardous Materials*.

Fatality

Retention: Permanent

Nonfatality

Retention: 10 years + current

Noncriminal

Retention: 2 years + current

Rescue Incident Reports

Retention: Permanent

Run Sheets – Fire and Rescue

Retention: Permanent

Inspections

Business and School Inspection Records

Records of inspections of commercial establishments and schools.

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Retention: Permanent

Intelligence Files (Arson)

Records containing information regarding individuals and groups.

Multiple Contacts

Retention: 5 years

No Further Contact

Retention: 1 year + current

Routine Inspections

Records of routine fire prevention and other related inspections performed by the fire district.

Retention: 3 years + current]

Requests for Service

Retention: 2 years + current

S.A.R.A. Tier II Reports

Superfund Amendments Reauthorization Act reports.

Retention: 1 year + current

Training Records

See *Schedule 15 Training Information*.

17.75 Fire District Records (If International Fire Code Is Adopted)

Special districts that adopt the International Fire Code (IFC) should follow the records retention provisions set out in the IFC as follows, unless a local exception is adopted by resolution.

Approval and Variance Records

Retention: Not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC §104.6.1]

Fire Records

Retention: Not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC §104.6.3]

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Inspection Records

Retention: Not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC §104.6.2]

Statistical Records – Fire Department

Statistics regarding the extent of fires and the damage caused by fires.

Retention: Not less than 5 years or for as long as the structure or activity to which such records relate remains in existence, unless otherwise provided by other regulations [IFC §104.6.3]

17.80 Hazardous Materials

Records relating to hazardous materials regulation, prevention, safety and incident response and investigation.

Asbestos Removal Permits

See *Schedule 12 Permit Records*.

Incident Prevention Reports

Retention: 3 years + current

Incident Response Planning

See *Schedule 17 Emergency Planning and Response*.

Investigations

Records of investigations of hazardous materials incidents.

Criminal Hazardous Materials Incidents

Retention: Permanent

Noncriminal Hazardous Materials Incidents

Retention: 2 years after costs are recovered

Registration – Hazardous Materials

Retention: Permanent

Underground Storage Tank Inspections

See *Schedule 11 Environmental Records* and *Schedule 12 Permit Records*.

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Toxic Site (Designated)

See *Schedule 11 Environmental Records*.

17.90 Emergency Services Records

Logs

Listings kept to track specific routine daily activities.

Dispatch Logs

Retention: 1 year + current

Routine Activity Logs

Documentation of routine home and welfare checks, alarm checks, and similar activities.

Retention: 1 year + current

Traffic Accident Logs

Retention: 2 years + current

Open Records Requests

See 7.235, Open Records Requests.

Reports

Activity Summaries

Routine reports and documentation regarding daily activities and assignments, dispatch logs, field activity, fire fighter or EMT activity, ride-along records, roll call records and work schedules.

Retention: 1 year + current]

Records Checks

Retention: 2 years + current

Reports – Departmental

See *Schedule 7 Reports*.

Ride-Along Program Records

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Records of programs that allow citizens to ride-along with fire fighters or EMS providers.

Approved to Ride-Along

Retention: 3 years + current

Denied Approval to Ride-Along

Retention: Permanent

Liability Waivers

See *Schedule 7 Program Records*

Training Records

Records documenting training for fire and EMS personnel, test scores and training reports. See also *Schedule 15 Training Records*.

Retention: 5 years after employee's termination²⁴

17.100 Procedures And Policies

See *Schedule 7 Policies and Procedures Documentation*.

17.120 Tape Recordings - Dispatch

Audio tapes recorded to monitor radio transmissions.

Retention: 90 days