



Arizona State Library, Archives and Public Records

General Records Retention Schedule for Fire Districts and Municipalities Fire Fighting and Prevention Records

Schedule Number:

000-12-23

Authorization and Approval

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept for a shorter time than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

Lisa Maxwell, Director
Records Management Division
Arizona State Library, Archives and Public Records

Date Approved: *March 8, 2012*

**General Records Retention Schedule
Fire Districts and Municipalities
Fire Fighting and Prevention Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	Accreditation/Certification/ Licensing/Regulatory Records (including exhibits, manuals, self- assessments and related records)	3	After expired
2.	Annual Response Reports	2	After created
3.	Building Plan Checks	3	After construction approved
4.	Certificate of Necessity (CON) Records		
	a. Approved	10	After superseded or obsolete
	b. Denied	10	After denied
5.	Drug Box Check Sheets/ Inventory Records	1	After created
6.	Emergency Medical Services (EMS) Records		
	a. Adults	6	After date of last contact
	b. Minors	24	After date of birth
7.	EMS Billing Records	6	After created or received
8.	Fire Alarm System Records	3	After created
9.	Fire Investigation Reports		
	a. Arson	25	After final adjudication reached
	b. All others	5	After final adjudication reached
10.	Fire Prevention/Notices of Violations/Citations	3	After created
11.	Fuel Management Records		
	a. Home Assessments (wildfire risk susceptibility assessments including recommendations for reducing wildfire risk, provided to homeowners)	3	After created or received or after superseded, whichever is later

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	b. Hazardous vegetation and trees (documentation on locations with vegetation and/or tree hazardous including correspondence, location and stage of mitigation)	1	After created or received
	c. Partnership records (including documentation on partnerships with other government entities, non-profits and businesses)	2	After created or received
	d. Prescribed fire/burn plans	3	After plan completed
	e. Property/Treatment records (documentation on vegetation treatments on both private and public properties, including cutting trees and cleaning up debris)	-	After administrative value has been served
12.	Hazardous Material Records (including disposal, incident, inventory, Tier Two)	3	After created, received or material disposal of (40 CFR 372.10)
13.	Hydrant Records		
	a. Location	2	After hydrant or line replaced
	b. All others	3	After created or received
14.	Incident Alarm Summaries	5	After created
15.	Incident Reports	6	After created
16.	Inspection Summary Reports	3	After created
17.	Juvenile Fire Setter Records	18	After date of birth of juvenile
18.	National Fire Incident Reports (NFIR) Records	3	After created
19.	Occupancy Inspection Records (Fire Code Inspection records)	-	After building abandoned or demolished
20.	Permits		
	a. Burn permits	1	After issued
	b. All other permits	1	After expired
21.	Program Records (including car seat, CPR, public education, etc)	3	After created

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22.	Property Disposal Records (including property donated for training exercises)	1	After disposal of property
23.	Property Fire History Records	Permanent	Preserve pursuant to ARS §39-101
24.	Radio Logs – Routine Traffic	1	After created
25.	Recordings of Radio Transmittals and Emergencies	6 months	After recorded
26.	Ride-Along / Hold Harmless Records	3	After created or received
27.	Sprinkler System Records	3	After created
28.	Standpipe Records	3	After created
29.	Variance Records (including structures and occupancy)	3	After expired, cancelled or revoked or after building demolished, whichever comes first
30.	Volunteer Drill Records	1	After created
31.	Volunteer Reports (periodic)	1	After created

Supersedes schedule dated October 30, 2011