



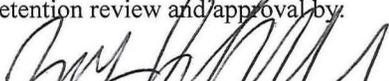
**ARIZONA STATE  
LIBRARY, ARCHIVES AND PUBLIC RECORDS**  
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:  
All State and Local Agencies  
Fire Fighting and Prevention Records**

**Schedule Number:  
GS 1024**

- Authority:** Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the **required** time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered when there is a compelling need to retain records for a longer period of time than approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).
- Disposition:** This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.
- Supersedence:** This schedule supersedes 000-12-23, signed March 08, 2012.

Approval Authorized by: 		Date: 12/24/15	
Ted Hale, State Records Management Officer, Secretary of State			
Retention review and approval by: 		Date: 12/24/15	
Jerry Lucente-Kirkpatrick, State Records Manager, Secretary of State		Archival review and approval by: 	
		Date: 12/24/2015	
		Melanie Sturgeon, State Archivist, Secretary of State	

**RECORDS MANAGEMENT CENTER**

**General Records Retention Schedule  
All State And Local Agencies  
Fire Fighting and Prevention Records  
GS 1024**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10352.	<b>Accreditation / Certification / Licensing / Regulatory Records</b> Including, but not limited to, exhibits, manuals, and self-assessments records.	3	After expired.
10353.	<b>Administrative Directive Records</b>	6	After calendar year created or received.
10354.	<b>Annual Response Report Records</b>	2	After created.
10355.	<b>Building Plan Check Records</b>	3	After construction approved.
10356.	<b>Certificate of Necessity (CON) Records – Approved</b>	10	After superseded or obsolete.
10357.	<b>Certificate of Necessity (CON) Records - Denied</b>	10	After denied.
10358.	<b>Drug Box Check Sheets/ Inventory Records</b>	1	After created.
10359.	<b>Emergency Medical Services (EMS) Records - Adults</b>	6	After date of last contact.
10360.	<b>Emergency Medical Services (EMS) Records - Minors</b>	24	After date of birth.
10361.	<b>EMS Billing Records</b>	6	After created or received.
10362.	<b>Fire Alarm System Records</b>	3	After created.
10363.	<b>Fire Investigation Report Records - Arson</b>	25	After final adjudication reached.
10364.	<b>Fire Investigation Report Records – All Others</b>	5	After final adjudication reached.
10365.	<b>Fire Prevention / Notices of Violation / Citation Records</b>	3	After created.

**General Records Retention Schedule  
All State And Local Agencies  
Fire Fighting and Prevention Records  
GS 1024**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10366.	<b>Fuel Management Records – Home Assessment Records</b> Wildfire risk susceptibility assessments including recommendations for reducing wildfire risk, provided to homeowners.	3	After created or received or after superseded, whichever is later.
10367.	<b>Fuel Management Records - Hazardous Vegetation and Trees</b> Documentation on locations with vegetation and / or tree hazards including correspondence, location and stage of mitigation.	1	After created or received.
10368.	<b>Fuel Management Records - Partnership Records</b> Includes documentation on partnerships with other government entities, non-profits and businesses.	2	After created or received.
10369.	<b>Fuel Management Records - Prescribed Fire / Burn Plan Records</b>	3	After plan superseded or obsolete.
10370.	<b>Fuel Management Records – Property / Treatment Records</b> Documentation on vegetation treatments on both private and public properties, including cutting trees and cleaning up debris.	-	After administrative value has been served.

**General Records Retention Schedule  
All State And Local Agencies  
Fire Fighting and Prevention Records  
GS 1024**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10371.	<b>Hazardous Material Records</b> Includes disposal, incident, inventory, Tier Two.  Records documenting employee exposure or potential exposure to hazardous substances should be transferred to Human Resources for retention with Employee Medical and Exposure Records.	3	After created, received or material disposal of.  40 CFR 372.10.
10372.	<b>Hydrant Records – Location Records</b>	2	After hydrant or line replaced.
10373.	<b>Hydrant Records - All others</b>	3	After created or received.
10374.	<b>Incident Alarm Summaries</b>	5	After created.
10375.	<b>Incident Reports</b>	6	After created.
10376.	<b>Inspection Summary Reports</b>	3	After created
10377.	<b>Juvenile Fire Setter Records</b>	18	After date of birth of juvenile.
10378.	<b>National Fire Incident Reports (NFIR) Records</b>	3	After created.
10379.	<b>Occupancy Inspection Records</b> Fire Code Inspection records.	-	After building abandoned or demolished.
10380.	<b>Permit Records - Burn permits</b>	5	After calendar year issued.
10381.	<b>Permit Records – LPG and other Tank Installation Records</b>	3	After issued.
10382.	<b>Permit Records - All Others</b>	1	After expired.
10383.	<b>Program Records</b> Including, but not limited to, car seat, CPR, and public education.	3	After created.

**General Records Retention Schedule  
All State And Local Agencies  
Fire Fighting and Prevention Records  
GS 1024**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10384.	<b>Property Disposal Records</b> Includes property donated for training exercises.	1	After disposal of property.
10385.	<b>Property Fire History Records</b>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10386.	<b>Radio Logs – Routine Traffic</b>	1	After created.
10387.	<b>Recordings of Radio Transmittals and Emergencies</b>	6 months	After recorded.
	<b>Ride-Along / Hold Harmless Records</b>	-	See <i>Administrative and Management Records</i> General Retention Schedule.
10388.	<b>Sprinkler System Records</b>	3	After created.
10389.	<b>Standpipe Records</b>	3	After created.
10390.	<b>Variance Records</b> Including structures and occupancy.	3	After expired, cancelled or revoked or after building demolished, whichever comes first.
10391.	<b>Volunteer Drill Records</b>	1	After created.
10392.	<b>Volunteer Reports</b> Periodically reported.	1	After created.

**General Records Retention Schedule  
All State And Local Agencies  
Fire Fighting and Prevention Records  
GS 1024**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
10393.	<p><b>Wildfire Report Records – Historical</b> If declared a “disaster” then these records would qualify as historical records.</p> <p>Including, but not limited to, firefighter accounts / reports, homeowner / landowner notifications, implementation records, and property / treatment plans.</p> <p>Historical records have enduring and significant value to the public body, and meet the requirements found in the <i>Guidance on Permanent and Historical Records</i>, at the following link: <a href="http://www.azlibrary.gov/arm/guidelines-standards-and-statutes">http://www.azlibrary.gov/arm/guidelines-standards-and-statutes</a></p>	Permanent	Retain per Arizona <i>Standards for Permanent Records</i> or transfer to State Archives when administrative value has been served.
10394.	<p><b>Wildfire Report Records – Non Historical</b> Including, but not limited to, firefighter accounts / reports, homeowner / landowner notifications, implementation records, and property / treatment plans.</p>	3	After calendar year created or received.

**Supersedes schedule #000-12-23, signed March 08, 2012.**