

# **Schedule 138**

# **NORTH PLATTE FIRE AND RESCUE**

November 5, 2014

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

|   |                                       |
|---|---------------------------------------|
| SCHEDULE                                | <b>138</b>                            |
| AGENCY, BOARD OR COMMISSION             | <b>NORTH PLATTE FIRE &amp; RESCUE</b> |
| DIVISION, BUREAU OR OTHER UNIT          |                                       |
| <b>Supersedes Edition of 10/17/2012</b> |                                       |

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

**PART I – AGENCY STATEMENT:**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE



TITLE

*Fire Chief*

DATE

*10/23/14*

**PART II – APPROVAL OF STATE ARCHIVES:**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE



DATE

*10/30/2014*

**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE



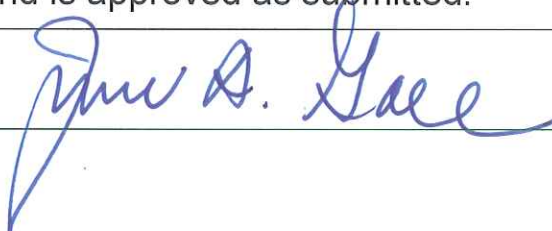
DATE

*10/31/14*

**PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE



DATE

*11/5/14*

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, **regardless of the media on which they reside**, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This retention schedule, which is approved by the State Records Administrator, provides your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying this schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of, or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives to negotiate the transfer. Additionally, **once the records are accessioned into their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or the Records Management Specialist in Records Management. They will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

**SCHEDULE 138  
NORTH PLATTE FIRE AND RESCUE**

**November 5, 2014**

Retention requirements are for all records, regardless of the media on which they reside, unless otherwise noted.

Supersedes Edition of October 17, 2012

| ITEM NUMBER | RECORD TITLE   | DESCRIPTION/EXAMPLES  | RETENTION   | REFERENCE/COMMENTS |
|-------------|--|---|---|--------------------|
| 138-1       | <b>EMERGENCY -<br/>AMBULANCE BILLING<br/>RECORDS</b>   | Records of the department used by the ambulance division for customer billing purposes.   | <b>7 years or maximum of 10 years if no audit has been performed</b>  |                    |
| 138-2       | <b>FIRE<br/>EMERGENCY/RESCUE<br/>SERVICES - BUSINESS<br/>INSPECTION RECORDS</b>                                | Filed information sheets used for annual information updates on commercial businesses in the communities that the fire and rescue departments inspect for fire safety awareness.  | <b>3 years</b>  |                    |
| 138-3       | <b>FIRE<br/>EMERGENCY/RESCUE<br/>SERVICES - EMPLOYEE &amp;<br/>VOLUNTEER PERSONNEL<br/>RECRUITMENT RECORDS</b> | Test results and evaluations of potential employees or volunteer personnel and any employee or volunteer being considered for promotion or advancement.   | <b>HIRED/EMPLOYED:</b> See EMPLOYMENT HISTORY FILE, item 024-041<br><b>NON-HIRED/NOT EMPLOYED:</b> 4 years after personnel action to which the record relates |                    |
| 138-4       | <b>FIRE<br/>EMERGENCY/RESCUE<br/>SERVICES - INCIDENT<br/>REPORTS</b>   | Hazmat and other incident reports involving Site Safety and Control Plans. Includes incident number and detailed safety report of involvement with fire personnel, location and steps taken for cleanup of hazardous materials.   | <b>50 years</b>   |                    |
| 138-12      | <b>FIRE INVESTIGATION -<br/>PROPERTY</b>   | Includes property taken from the scene of a fire for the purpose of investigating the fire. Property may be used as evidence or as an exhibit in a court of law. May also include property not submitted to the court as evidence.  | <b>1 year after case is closed OR when no longer of legal value (whichever applies)</b>   |                    |
| 138-13      | <b>FIRE INVESTIGATIONS</b>   | Records may include, but not limited to fire and arson investigations and reports, photos, status cards, search warrant waivers and information on property loss insurance requests. Also includes information on persons arrested and convicted of arson and fatality reports. | <b>Permanent</b>  |                    |

| ITEM NUMBER | RECORD TITLE   | DESCRIPTION/EXAMPLES   | RETENTION   | REFERENCE/COMMENTS  |
|-------------|--|--|---|---|
| 138-14      | <b>FIRE PREVENTION - BURNING PERMITS</b>                 | Temporary permit records authorizing the recipient to burn on a specific site for a specific period. May include, but not limited to: Burning Request Log, Structure Burn Application/Permit, Open Burn Application/Permit, Nebraska Fire Training Demolition Notification, Live Fire Training Checklist, and Affidavit of Ownership and Permission to Burn. | <b>5 years</b>  |   |
| 138-5       | <b>HISTORICAL RECORDS</b>                                | A variety of documents and other items which pertain to the history of the Department and Community as a whole.  | <b>Permanent</b>  |   |
| 138-6       | <b>TRAINING FILES</b>                                    | May include fire apparatus driving certifications tests, Firefighter I and Firefighter II tests, probation tests, other training certifications, make-up training lists for those firefighters off work for an extended period of time with dates of completion.   | <b>10 years after termination</b>   |   |
| 138-7       | <b>TRAINING ROSTERS</b>                                  | Lists of attendees at training events.   | <b>10 years</b>   |   |
| 138-8       | <b>TRAINING-ANNUAL CHECKLISTS</b>                        | May include check-off sheets for any training sessions firefighters attended during the year or training assignments handed in.  | <b>5 years</b>  |   |
| 138-9       | <b>TRAINING-APPRENTICE FILES</b>                         | May contain apprentice assignments firefighters are required to complete during the first two years of their employment.   | <b>5 years</b>  | Standards of Apprenticeship as registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor, Section XXV |
| 138-10      | <b>TRAINING-CURRICULUM</b>                               | May include lesson plans used during the year to conduct training sessions or classes for firefighters and any outside agency training.  | <b>15 years</b>   |   |
| 138-11      | <b>TRAINING-VIDEO TAPES AND DIGITAL/AUDIO RECORDINGS</b> | May include videotapes, CDs, etc., that are used in the training curriculum.   | <b>10 years, subject to review by the State Archives for possible accession</b> | Contact State Archives to negotiate transfer  |

# RECORDS DISPOSITION REPORT

|   |              |
|---|--------------|
| <b>TO: SECRETARY OF STATE<br/>RECORDS MANAGEMENT DIVISION<br/>440 S. 8<sup>TH</sup> STREET SUITE 210<br/>LINCOLN, NE 68508-2294</b> | AGENCY       |
|   | DIVISION     |
|   | SUB-DIVISION |

## REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

| SCHEDULE NUMBER(S) ONLY<br>(DO NOT INCLUDE SECTION AND ITEM NUMBERS) | TOTAL VOLUME DISPOSED<br>(SEE REVERSE) |
|--|--|
|  |  |
|  |  |

## OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

|      |           |
|------|-----------|
| DATE | SIGNATURE |
|------|-----------|

**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)**

| <b>Container</b>  | <b>Cubic Feet</b>  | <b>Weight (lbs)</b>                 | <b>Sheets of Paper<br/>(8.5" x 11")</b> | <b>Electronic Data<br/>Equivalent</b> |
|---|--------------------|-------------------------------------|---|---------------------------------------|
|   |                    |                                     | <b>1</b>                                | <b>20 Kb</b>                          |
|   |                    |                                     | <b>52</b>                               | <b>1 Mb (1024 Kb)</b>                 |
|   |                    |                                     | <b>53,687</b>                           | <b>1 Gb (1024 Mb)</b>                 |
| <b>N/A</b>  | <b>N/A</b>         | <b>2,204 lbs (1<br/>metric ton)</b> | <b>220,000</b>                          | <b>4.1 Gb</b>                         |
| <b>Records center<br/>carton</b>                                | <b>1 Cu. Foot</b>  | <b>16.66 lbs</b>                    | <b>1,667</b>                            | <b>32 Mb</b>                          |
| <b>Vertical File<br/>Cabinet, 4<br/>drawer letter-<br/>size</b> | <b>6 Cu. Feet</b>  | <b>100 lbs</b>                      | <b>10,000</b>                           | <b>190 Mb</b>                         |
| <b>Vertical File<br/>Cabinet, 4<br/>drawer legal-<br/>size</b>  | <b>8 Cu. Feet</b>  | <b>133.3 lbs</b>                    | <b>13,333</b>                           | <b>254 Mb</b>                         |
| <b>About a pickup<br/>load</b>                                  | <b>50 Cu. Feet</b> | <b>7,500 lbs</b>                    | <b>748,638</b>                          | <b>14 Gb</b>                          |