

Schedule 1

STATE FIRE MARSHAL

August 11, 2014

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

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

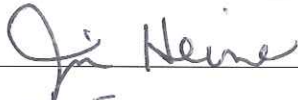
SCHEDULE	1
AGENCY, BOARD OR COMMISSION	STATE FIRE MARSHAL
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of October 15, 1996	

**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

STATE FIRE MARSHAL

DATE

8/5/14

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

8/6/2014

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



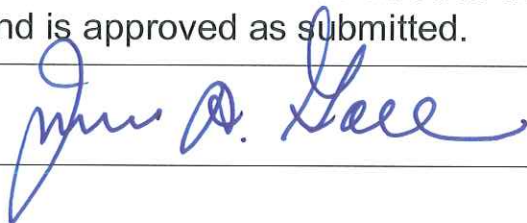
DATE

8/6/14

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

8/11/14

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 State Agencies General Records Schedule #124 contains those records common to most state 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 your 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 State Agencies General Records Schedule #124 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** (Neb. Rev. Stat. §82-105). The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Neb. 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 2nd to 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 1
STATE FIRE MARSHAL**

August 11, 2014

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

Supersedes Edition of October 15, 1996

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
1-1	FEDERAL SURVEY INSPECTION - HOSPITAL FILES	Inspection files include inspections, deficiency follow-ups, alarm system inspection reports, Fire Marshal orders and safety code waivers.	10 years	
1-2	FEDERAL SURVEY INSPECTION - INSPECTION TIME REPORTS	Reports are made by deputy fire marshals when visits to nursing homes/hospitals are made. Reports indicate how much time was required on the inspection. Reports are made only on facilities covered by the Department of Health and Human Services System.	5 years	
1-3	FEDERAL SURVEY INSPECTION - NURSING HOME INSPECTIONS	Inspection files include fire safety inspections, reports and statements of deficiencies and plan for correction.	10 years	
1-4	FEDERAL SURVEY INSPECTION - STATE INSTITUTION INSPECTIONS	Includes Fire and Life Safety Inspection Reports, Fire Alarm system with attached reinspection reports, correspondence. Statement of Deficiencies and Plan of Correction for facilities under the Department of Institutions.	10 years	
1-5	FIRE INVESTIGATION - INCIDENT	Numerical files include "Preliminary Report of Fire Investigation: (SFM 34) and a "Supplemental Report" (SFM 10) and SFM 208.	Permanent	
1-6	FIRE INVESTIGATION - PROPERTY	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.	1 year after case is closed OR when no longer of legal value (whichever applies)	
1-7	FIRE INVESTIGATIONS	Electronic program called "fire files" that includes 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.	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
1-8	FIRE PREVENTION - BURNING PERMIT	Official "Application for Permit to Burn Building" (SFM 23) includes location, building owner's name, legal description of property, insurance cancellation verification and owner's signature.	5 years	
1-9	FIRE PREVENTION - CONDEMNATION ORDERS	Copies of court orders directing the repair or condemnation of buildings. Includes copies of court filings, "Orders" and correspondence.	5 years after the case is closed	
1-10	FIRE PREVENTION - FIRE ALARM INSPECTOR APPLICATIONS	Applications are filed by persons seeking to be qualified fire alarm inspectors.	1 year	
1-11	FIRE PREVENTION - FIRE CHIEF FEE RECORD	Fee record lists the amount of money paid to non-salaried fire chiefs for fire reports submitted to the Fire Marshall. Each fire chief is paid one dollar for each fire report filed.	5 years	
1-12	FIRE PREVENTION - FIREWORK LICENSES	License for sale of fireworks is indicated by type (distributor, jobber, retailer) in license number order. Includes all information contained on the "Application for Retail License Fireworks".	5 years	
1-13	FIRE PREVENTION - FIREWORKS DISPLAY PERMIT	Annual display permits are issued to those individuals or organizations holding firework displays.	5 years	Application must be completed online.
1-14	FIRE PREVENTION - FIREWORKS INJURIES	Includes "Fireworks Hospital Data Sheet" (SFM 212).	2 years	
1-15	FIRE PREVENTION - FIREWORKS, APPLICATION FOR RETAIL LICENSES	Electronic application for fireworks retail license.	5 years	
1-16	FIRE PREVENTION - FIREWORKS, PUBLIC DISPLAY OPERATOR LICENSE	Lists operator's name, address, license number and date of expiration.	3 years after date of issuance	
1-17	FIRE PREVENTION - FIREWORKS, PUBLIC DISPLAY OPERATOR LICENSE APPLICATION	Lists operator's name, address and date of expiration.	3 years after license expires	
1-18	FIRE PREVENTION - GRAIN ELEVATOR AND FEED MILL REGISTRATION INVOICES	Invoices returned with payment of annual grain elevator and feed mill registration fees.	5 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
1-19	FIRE PREVENTION - INCIDENT DATABASE	Database containing the number assigned to an incident, owner/occupant, town, date and description of incident. The database replaces the Fire Book(s).	DATABASE: Permanent FIRE BOOKS: Permanent OR transfer to State Archives	<ul style="list-style-type: none"> •Fire Book(s) - Obsolete Records •Contact the State Archives to negotiate transfer
1-20	FIRE PREVENTION - INSPECTION FILES, GENERAL	Files include official fire orders and correspondence regarding fire safety deficiencies and inspections.	10 years	
1-21	FIRE PREVENTION - NEBRASKA FIRE INCIDENT REPORTING SYSTEM (NFIRS-1,2,3)	Includes such information as name of town, date of fire, name and address of owner and occupant, what burned. Also includes dollar loss, deaths, injuries, motor vehicles, equipment involved in ignition, area of origin and details of the cause and contributing factors of the fire.		Electronic reporting maintained on the Federal Homeland Security server
1-22	FIRE PREVENTION - PLAN SUBMITTAL APPLICATION FORM	Includes such information as name of project, submitting party, project description, type of sprinkler and/or fire alarm, cost estimate and fee assessed.	4 years	
1-23	FIRE PREVENTION - SPRINKLER INSPECTION FORM	Includes name and address of facility being inspected, company doing inspection, type of sprinkler system, date inspected, deficiencies, etc.	2 years	
1-24	FIRE PREVENTION - TOWNFILE INSPECTION, ANHYDROUS AMMONIA	File maintained on inspection made of anhydrous ammonia facilities.	10 years	File in order form
1-25	FIRE PREVENTION - TOWNFILE INSPECTION, GRAIN ELEVATOR AND FEED MILL	File maintained on inspection made of Grain Elevator and Feed Mill facilities. Forms issued are Grain Elevator and Grain Mill facilities and Grain Facility Compliance Check (SFM 77) and Order Forms (SFM 4).	10 years	File in order form
1-26	FIRE PREVENTION - TOWNFILE INSPECTION, HEALTH AND HUMAN SERVICES SYSTEMS	Referrals for inspection: Child Care Center, Day Care Center, Group Day Care, Family Child Care Home, foster Care Homes, and Preschool. Order forms are issued by Fire Marshal for correcting any deficiencies in the fire cords.	Permanent	File in order form
1-27	FIRE PREVENTION - TOWNFILE INSPECTION, HEALTH FACILITY	Referrals for inspection: Alcoholic Treatment Centers, Boarding Homes, Developmentally Disabled, Domiciliary Facilities, Drug Treatment Centers, health Clinics, Mental Health Centers, and Residential Care Facilities. Order Forms are issued by Fire Marshal for correcting any deficiencies in the fire codes.	10 years	File in order form

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
1-28	FIRE PREVENTION - TOWNFILE INSPECTION, JAIL STANDARDS	Jail Facility inspections for City and County jails, Adult Detention Facilities, and Juvenile Detention Facilities. Order Forms are issued by Fire Marshall for correcting any deficiencies in the fire code.	10 years	File in order form
1-29	FIRE PREVENTION - TOWNFILE INSPECTION, LIQUOR COMMISSION	Referrals for Inspection: Bars, Lounges, Packaging Liquor. Order forms are issued by Fire Marshall for correcting any deficiencies in the fire codes.	10 years	File in order form
1-30	FIRE PREVENTION - TOWNFILE INSPECTION, PROPANE	File maintained on inspection made of bulk and propane tanks and systems. Forms issued are LP Installation and Delivery and Order Forms (SFM4).	10 years	File in order form
1-31	FIRE PREVENTION - TOWNFILE INSPECTION, REFERRALS AND MISCELLANEOUS	Referrals from Liquor Commission, Health and Human Services Systems and miscellaneous letters.	10 years	File in referrals
1-32	FIRE PREVENTION - TOWNFILE INSPECTION, SCHOOL INSPECTIONS	Request for inspection by the schools. Order forms are issued by Fire Marshall for correcting any deficiencies in the fire codes.	10 years	File in order form
1-33	FIRE PREVENTION - WATER-BASED FIRE PROTECTION CONTRACTOR'S CERTIFICATE	Applications are filed by persons seeking to be certified water-based fire protection contractors. Information will include applicants' engineering certification agency, level of certification, certification number and liability insurance company.	5 years	
1-34	FLAMMABLE LIQUID STORAGE TANK - HAZARDOUS SUBSTANCE AST FACILITY FILES/DATABASE	Above ground storage tanks (AST) containing hazardous substances must be registered with the State Fire Marshal. Files include registration documents and MSDS (Material Safety Data Sheet) for the substance stored.	Permanent	
1-35	FLAMMABLE LIQUID STORAGE TANK - PETROLEUM AST FILES	Above ground storage tanks containing petroleum products do not require registration. Files include a permit application permit, inspection checklists, order and approvals.	Permanent	
1-36	FLAMMABLE LIQUID STORAGE TANK - UST CERTIFIED INDIVIDUAL EXAMINATIONS (NOT EXPIRED)	Each person certified to perform underground storage tank (UST) work must renew certification every three years. This would include old examinations and test results for individuals who are currently certified.	10 years	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
1-37	FLAMMABLE LIQUID STORAGE TANK - UST CERTIFIED INDIVIDUAL FILES (EXPIRED)	Includes the application from an individual to become certified to perform underground storage tank work, the examinations and test results and other correspondence and actions related to the certification.	3 years	
1-38	FLAMMABLE LIQUID STORAGE TANK - UST FACILITY FILES/DATABASE	Certain underground storage tanks are required to be registered with the State Fire Marshal Agency. Files include registrations, inspections, suspected release reports, other correspondence and annual fee invoices/receipts. Files are maintained for in use, out of use and permanently closed facilities.	Permanent	
1-39	FLAMMABLE LIQUID STORAGE TANK - UST LICENSED CONTRACTOR FILES (EXPIRED)	Includes the application from a company to become licensed to perform underground storage tank work, annual license renewals, proof of insurance documentation and miscellaneous correspondence related to the license.	3 years	
1-40	PIPELINE SAFETY - NATURAL GAS COMPANY REPORT	Copy of an annual report made to the federal government by the Natural Gas company stating the number of feet of insulated pipe they control.	5 years	
1-41	PIPELINE SAFETY - FILES/DATABASE	Includes deficiency reports, "Orders", "Gas Pipeline Safety Meter Inspection Report", "Field Evaluation Report-Intrastate Gas Distribution System", which indicates what facility is being evaluated, gas system history, miles of pipeline involved, etc. Also include "General Information and Supplemental Report" which concerns inspection visits.	Permanent	
1-42	PIPELINE SAFETY - INSPECTION FILES	File includes annual "Gas Pipelines Safety Program Application:", payment agreement with the federal government and a description of intrastate inspections of pipeline insulation.	5 years	
1-43	TRAINING - CERTIFICATION DOCUMENTS	Certification documents on fire department personnel relating to and not limited to: Fire Fighter I, Fire Fighter II, First Responder Operational Level, Fire Responder Awareness Level, Instructor I, Instructor II, Hazardous Materials Technician Level, and Driver/Operator.	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
1-44	TRAINING - FIRE DEPARTMENT COURSE RECORDS	Records obtained on fire department personal taking training through the State Fire Marshal Training Division.	25 years	
1-45	TRAINING DATABASE	Access database of training attended by State Fire Marshall personnel. Includes name, name of course, who provided training, dates of training, cost, etc.	1 year after termination of employee	
1-1-5	FIRE ALARM SYSTEM REINSPECTION REPORT (SFM 6)	Inspections are conducted and submitted to the Fire Marshal by fire alarm inspectors every 90 days as required by the Fire Marshal's Rules and Regulations.	Immediate disposal	Obsolete
1-1-9	FIRE DRILL, REPORT OF SCHOOL (SFM 2)	"Monthly Report of School Fire Drill to State Fire Marshall of Nebraska" includes the name of the school district, location and description of building, time of drill and any remarks.	Immediate disposal	Obsolete
1-1-19	INSURANCE INFORMATION	Insurance information filed according to statute by insurance company and entered into computer. Form SFM 214 is entered into the computer. PILR (Property Insurance Loss Register) tape is received monthly. The tape is loaded onto the computer and returned to PILR.	Immediate disposal	Obsolete
1-4-3	INVESTIGATOR MONTHLY ACTIVITY REPORT (SFM 216)	Monthly report of fires (accidental and arson) and incidents worked each monthly by each investigator. Includes dollar loss, death, injuries, arrests, convictions, and arrests reduced or dismissed. Entered into computer.	Immediate disposal	Obsolete
1-2-3	NURSING HOME INSPECTION CARD	Cards list town, county, name of nursing home, and authority. It lists inspector, date of inspection and condition of building.	Immediate disposal	Obsolete
1-1-26	UNIFORM CRIME REPORTS	Monthly reports made to Crime Commission of arson and all arrests made by investigators. Includes case number. Offense code, case status, dollar loss, and disposition. Entered into computer from Fire Book.	Immediate disposal	Obsolete

RECORDS DISPOSITION REPORT

TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294	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 (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (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
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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.)

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