

Schedule 138

NORTH PLATTE FIRE AND RESCUE

November 5, 2014

Nebraska Records Management Division
3242 Salt Creek Circle
Lincoln, NE 68504
(402) 471-2559

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

SCHEDULE

138

AGENCY, BOARD OR COMMISSION

NORTH PLATTE FIRE & RESCUE

DIVISION, BUREAU OR OTHER UNIT

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

Supersedes Edition of 10/17/2012

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

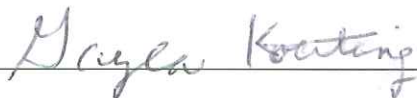
DATE

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



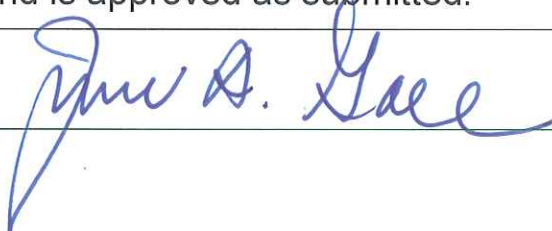
DATE

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. Unless there is pending or on going, legal action, records request, or audit.
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 located on the Secretary of State Records Management website. https://appengine.egov.com/apps/ne/sos_records_disposition_report. This report establishes that the destruction was performed in your normal course of business.

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
3242 Salt Creek Circle
Lincoln, NE 68504
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	EMERGENCY - AMBULANCE BILLING RECORDS	Records of the department used by the ambulance division for customer billing purposes.	7 years or maximum of 10 years if no audit has been performed	
138-2	FIRE EMERGENCY/RESCUE SERVICES - BUSINESS INSPECTION RECORDS	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.	3 years	
138-3	FIRE EMERGENCY/RESCUE SERVICES - EMPLOYEE & VOLUNTEER PERSONNEL RECRUITMENT RECORDS	Test results and evaluations of potential employees or volunteer personnel and any employee or volunteer being considered for promotion or advancement.	HIRED/EMPLOYED: See EMPLOYMENT HISTORY FILE, item 024-041 NON-HIRED/NOT EMPLOYED: 4 years after personnel action to which the record relates	
138-4	FIRE EMERGENCY/RESCUE SERVICES - INCIDENT REPORTS	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.	50 years	
138-12	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)	
138-13	FIRE INVESTIGATIONS	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.	Permanent	

ITEM NUMBER	RECORD TITLE	DESCRIPTION/EXAMPLES	RETENTION	REFERENCE/COMMENTS
138-14	FIRE PREVENTION - BURNING PERMITS	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.	5 years	
138-5	HISTORICAL RECORDS	A variety of documents and other items which pertain to the history of the Department and Community as a whole.	Permanent	
138-6	TRAINING FILES	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.	10 years after termination	
138-7	TRAINING ROSTERS	Lists of attendees at training events.	10 years	
138-8	TRAINING-ANNUAL CHECKLISTS	May include check-off sheets for any training sessions firefighters attended during the year or training assignments handed in.	5 years	
138-9	TRAINING-APPRENTICE FILES	May contain apprentice assignments firefighters are required to complete during the first two years of their employment.	5 years	Standards of Apprenticeship as registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor, Section XXV
138-10	TRAINING-CURRICULUM	May include lesson plans used during the year to conduct training sessions or classes for firefighters and any outside agency training.	15 years	
138-11	TRAINING-VIDEO TAPES AND DIGITAL/AUDIO RECORDINGS	May include videotapes, CDs, etc., that are used in the training curriculum.	10 years, subject to review by the State Archives for possible accession	Contact State Archives to negotiate transfer