

City of Henderson Records Retention Schedule

Fire Department

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Disposition Information:

- Unscheduled records can NOT be destroyed. A local governmental entity shall not dispose of any public record except in accordance with a schedule for the retention of such records approved by the State Library and Archives Administrator pursuant to - NAC 239.155 Disposal of public record restricted; procedures for proposal and adoption of schedules for retention of public records.
- Unless otherwise specified, a Certificate of Destruction is required to be completed prior to destroying any records regardless of media. See City of Henderson ROP-004 Destruction of Public Records for more information.
- In the event there is any pending litigation, suspend any destruction of records including deletion, overwriting, or any other destruction of alteration of electronic and/or hardcopy information relevant to the dispute until the case is closed and the City Attorney's Office has given approval to proceed.
- Unless otherwise specified, permanent records should be transferred to the City Archives as soon as possible.
- Convenience copies and duplicates must NOT be retained longer than the Record Copy.
- To protect the confidentiality of records of local governments that are declared by law to be confidential, such records must be destroyed in accordance with the applicable schedule by shredding in a manner that ensures the information cannot be reconstructed, by burning if allowed by federal, state and local regulations, or as required by the laws, regulations, established standards, policies and procedures of the State or Federal Government. An electronic record must be destroyed in accordance with the applicable schedule in a manner that ensures the information cannot be retrieved or reconstructed, including, without limitation, overwriting, degaussing, and the physical destruction of the storage media – NAC 239.165 (1) (2) Destruction of confidential records, electronic records and copies of records. Also see, City of Henderson Records Directive No. 9 Confidentiality of Personal Information/Social Security Numbers.

Definitions:

Business Essential (BE) Record - A record or record series that are critical to continuing or reestablishing operations during an emergency or after a disaster, or that are necessary to protect rights and interests.

Convenience Copy – A copy of a record or series that consists of reference, informational, or copies of other records and are usually kept to be made available for distribution to individuals, departments, boards, commissions, committees, remote locations, etc.

LRDA – Local Government Records Disposition Authority control number assigned to a record series by the Nevada State Library and Archives. The Local Government Records Retention Schedules can be found here: <http://nsla.libguides.com/local-governments/retention-schedules>

Record - Information that is created or received pursuant to a law or ordinance, or in connection with the transaction of the official business of any office or department of a local governmental entity, including, without limitation, all documents, papers, letters, unpublished books, maps, charts, blueprints, drawings, photographs, films, computer printouts, newspapers received pursuant to NRS 247.070, artifacts entered

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as exhibits in any proceeding in any court, information stored on a magnetic tape, computer, laser disc or optical disc, or on material which is capable of being read by a machine, including microforms and audio and visual materials, and any other evidence, including all copies thereof. NAC 239.101 "Record of a local government" defined.

Approved by Records Committee: 08/12/2021

Approved by State Archivist: 11/04/14

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General		
Record Series/ Description	Filing Method	Retention/Disposition
Accreditation Letter of Accreditation for Commission on Fire Accreditation International (CFAI) and Commission on Accreditation of Ambulance Services (CAAS).	By year	Permanent - Maintain in department for five (5) years or until superseded, then transfer to City Archives for permanent storage.
Accreditation Backup Material May include Accreditation application, backup documentation and annual compliance reports.	By accreditation criteria	Until superseded.
Drill Reports Documentation of drills performed to instruct individuals in the appropriate procedures to be followed in the event of an emergency, including School, Evacuation, Shelter readiness, etc.	As best supports business activities	Two (2) calendar years from the date of the drill. LRDA: 20071491 Reports of Drills
Emergency Medical Services Incident Report EMS report contains pertinent medical information for all persons treated by Fire Department. Including, but not limited to EKG strip(s), hospital admission form, medical history, medication list and copies of driver's license, Social Security Card, insurance card.	By year and incident number Copies of EMS Reports are also sent and maintained in Finance for billing purposes.	Retain until the individual attains the age of 23, or six (6) calendar years from the date of receipt or production of the record, whichever is later. LRDA: 20070555 Emergency Medical Incident Records
Ride-Along Waivers Waivers signed by the public before they can accompany an Emergency Vehicle on routine calls.	Chronologically by FY	Three (3) calendar years from the date of the event. LRDA: 20071672 Liability Release Forms
Station Logs Log books of stations activities.	As best supports business activities	Permanent - Retain annual activity reports permanently. Retain other reports for five (5) calendar years from the year to which they pertain; then transfer to City Records Center to be reviewed for historical purposes prior to destruction. LRDA: 20070550 Activity Reports and Logs, Fire Department

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Emergency Management and Safety		
Record Series/ Description	Filing Method	Retention/Disposition
Detention Facility Action Plans Generated by Public Works to be maintained by Emergency Management.	As best supports business activities	Five (5) calendar years after revised or superseded; transfer custody to City Archives for historical review. LRDA: 20101783 Emergency Action Plan
Emergency Action Plans Plans for Flood, Power Outages, Terrorism, etc.	As best supports business activities	Five (5) calendar years after revised or superseded; transfer custody to City Archives for historical review. LRDA: 20101783 Emergency Action Plan
Emergency Exercises -Internal City Government Departments Exercises at the department or city government-wide level that may be requested by a department or organization or required by a grant.	By Department or Organization	Three (3) years. Legal Citation: 44 CFR 13.42 Emergency Management - Retention and access requirements for records.
Emergency Exercises – City of Henderson Exercises planned and/or performed to ensure safety of the community in the event of an emergency.	As best supports business activities	Permanent – Maintain two (2) years in office then transfer custody to City Archives for permanent storage. LRDA: 20070296 Records of Emergency Training Exercises
Emergency Operations Plan – City of Henderson Disaster plan for City of Henderson	As best supports business activities	Permanent - Retain until superseded with an updated or amended plan, then transfer to City Archives for permanent storage. LRDA: 20070295 Plans for Recovery from Disaster
Facility Equipment Inspection Files – OSHA Required May contain inspection reports, copies of permits, OSHA and OSHES forms, copies of maintenance records, equipment standards, reports and regulations, related correspondence and similar material.	By year	Retain for the life of the asset. If equipment is involved in an accident, retain for the life of asset plus three (3) calendar years. LRDA: 20101824 Facility Equipment Inspection Files-OSHA Required

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Emergency Management and Safety		
Record Series/ Description	Filing Method	Retention/Disposition
Hearing Test – Audiograms Hearing test results.	File by employee name and/or number - may be included in medical records	Non-Police and Fire: Retain all medical (non-hazard) records six (6) calendar years after their receipt or production. The medical records of employees who have worked for less than one (1) year need not be retained beyond the term of employment if they are provided to the employee upon the termination of employment. Police and Fire: Six (6) calendar years after the death of the officer or firefighter. LRDA: 20071236 Employee Medical Records (Except Police Officers and Firefighters); 20071465 Police Officer Medical Files; 20071466 Firefighter Medical Files
Immunization: Consents This series consists of forms, questionnaires and consents related to adult and/or children's immunizations.	By date and name	Six (6) calendar years following end of calendar year in which consent form was signed. LRDA: 20070667 Immunization: Consents
Job Safety Analysis Documents the process of identifying and analyzing potential hazards in job tasks. Includes the Job Safety Analysis form and any related correspondence and similar material.	Filed by date and function.	Three (3) years after superseded. LRDA: 20161936 Risk Management: Job Safety Analysis
Notice of Injury or Occupational Disease - Incident Report (C-1 Form) "First Aids" Documents notice of injury NOT resulting in a subsequent Workers' Compensation claim, may also include forms for inmates, volunteers, community service workers, etc..	File by employee name and date	Three (3)* calendar years from the end of the calendar year to which they pertain. LRDA: 20071325 Occupational Safety: First Aid Records
Occupational Noise Exposure Measurements Consists of studies and measurements of the noise levels employees are exposed to by location or job classification. May include, but is not limited to, measurement of background sound pressure reports, monitoring reports, risk management assessments, related correspondence, and similar information used to support the possibility of exposure.	By year	Two (2) calendar years from the date of the record. LRDA: 20121837 Occupational Noise Exposure Measurement Record

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Emergency Management and Safety		
Record Series/ Description	Filing Method	Retention/Disposition
OSHA Files and Reports This record series documents the activities of local governmental agencies in administering federal and state requirements for Occupational Safety and Health. The files may contain, but are not limited to, various OSHA forms and reports, instructional booklets, announcements and notices, instructional form letters, memos, correspondence, and related documents.	File by Report name and date	Five (5) calendar years from the end of the calendar year to which they pertain. LRDA: 20071552 Occupational Safety: OSHA Files
Personal Protective Equipment (PPE) Records Documents the authorization and acquisition of specialized safety devices and clothing for employees working in hazardous situations. May include, but not limited to, employer hazard assessments, equipment selection records, defective and/or damaged equipment reports, PPE request forms, authorization forms, PPE training and written certification records, copies of purchase orders, manufacturers warranties, related correspondence, and similar documents.	By year	Three (3) calendar years after the disposal of the protective equipment. LRDA: 20071700 Personal Protective Equipment (PPE) Records
Plans for Recovery from Disasters (BE) Facilities Emergency Action Plan (FEAP)	File by date of plan	Permanent - Retain until superseded with an updated or amended plan, then transfer to City Archives for permanent storage. LRDA: 20070295 Plans for Recovery from Disasters
Respirator Fit Tests Information includes name or identification of the employee tested, type of fit test performed, specific make, model, style, and size of respirator tested, date of test, and the pass/fail results for Qualitative fit test (QLFT) or the fit factor and strip chart recording or other recording of the test results for Quantitative fit test (QNFT).	By employee name and date	Retain until the next fit test is administered. LRDA: 20121838 Respirator Fit Test
Respirator Program Records May include, but not limited to, program procedures, equipment inspections, program evaluations and assessments, correspondence, and other related documents.	By year	Two (2) calendar years after revised or superseded. LRDA: 20121839 Respiratory Program Protection Records

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Emergency Management and Safety		
Record Series/ Description	Filing Method	Retention/Disposition
Safety Training Listing of all safety training conducted for employees.	File by date, Safety Training Type and employee name and number in computer database	Three (3) calendar years from the transfer, separation, retirement, or termination of an employee. LRDA: 20071375 Employee Development/Training Records
Worker's Compensation Claim Files (BE) Records of employee Worker's Compensation claim, may also include files for inmates, volunteers, community service workers, etc.	Filed by employee name or number	Six (6) calendar years after the death of the injured employee. LRDA: 20071423 Workers Compensation Claim Files-Insurer Copy

Emergency Medical Services		
Record Series/ Description	Filing Method	Retention/Disposition
Ambulance Operating Permits Permits issued by the county authorizing the use of Ambulances.	As best supports business services	Two (2) calendar years after the renewal, denial, revocation, or cancellation of the permit. LRDA: 20070554 Ambulance Operating Permits
Checkout Logs (Non-Record) Checkout logs for Ambulances and Fire Engines.	By vehicle	Three (3) months. No Certificate of Destruction is needed.
Drug Book Log book used to verify inventory of narcotics.	By vehicle	Two (2) calendar years after the date of the record. LRDA: 20121874 Controlled Substance Inventory and Use File
Recertification Training Training for all levels of EMS including Basic and Paramedic.	By employee	Retain the core application documents and the documentation for the last three (3) most current renewal cycles for a minimum retention period of three (3) years after the expiration, revocation or suspension of certification, permit, or license. LRDA: 20071274 EMS License/Certification Files

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Fire/Rescue		
Record Series/ Description	Filing Method	Retention/Disposition
Fire Reports – All Records of all calls which fire/rescue responds. See also “Reports of Major Fires” in this schedule.	By incident number	Retain for a minimum period of six (6) calendar years from the date of final action. Retain reports documenting fatalities, arson, major fires, and fires of significance to the jurisdiction permanently. LRDA: 20070600 Fire Reports
Hazardous Material Incident Records Documents the investigation of hazardous material accidents or incidents including releases. This series may include, but is not limited to, incident reports, reports of personnel involved, cause reports, emergency response reports, clean-up operations reports, decontamination reports, follow-up reports, name and address of responsible party, correspondence, and related documentation.	By incident number	Retain records related to responding personnel for a minimum period of thirty (30) calendar years after employee separation. Retain other records related to incident for a minimum period of thirty (30) calendar years from the date of last action. Review for historical value. LRDA: 20071480 Hazardous Material Incident Records
Hoses Including inventories and tests.	By serial number	Life of the equipment. If involved in an accident retain for the life of the unit plus three (3) calendar years. Retain test related records for a minimum period of five (5) calendar years from the date of test. Retain related inventory control and accounting records until completion of an annual audit. LRDA: 20070558 Apparatus and Equipment Records
Prefire Planning Reports Drawing of building layout to aid in fire control and extinguishing in buildings with unusual hazards.	By building address	One (1) calendar year after updated. LRDA: 20070635 Pre-Fire Planning Reports
Reports of Major Fires Reports of fires totaling \$1million in damages or the loss of life or as designated by the Fire Chief.	By incident number	Permanent - Maintain three (3) years in office then transfer custody to City Archives for permanent storage. LRDA: 20070600 Fire Reports

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Investigations		
Record Series/ Description	Filing Method	Retention/Disposition
Investigations Working case files that may or may not contain: reports, narratives, declaration of arrest, booking sheet, supplements, photos, copy arrest report, field processing report, photo log, suspect statements, etc.; related to arson, accidental fires, or fires originating from undetermined circumstances.	By date and incident number	Six (6) calendar years from the close of the investigation, or if related to a criminal incident six (6) calendar years from the final disposition of the case. Copy of record is forwarded to the Police Department. LRDA: 20070597 Fire Investigation Records
Investigations - Juvenile Offenders (Arson) Acts without criminal intent.	By date and incident number	Six (6) calendar years after the juvenile reaches the age of majority. LRDA: 20070599 Fire Investigation Records – Juvenile Offenders
Service Request Inspections Records related to fire suppression inspections and other inspections performed as a result of concerned employees or citizens.	As best supports business activities	Six (6) calendar years after the completion of the improvement or project. LRDA: 20071412 Inspection Records

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Logistics		
Record Series/ Description	Filing Method	Retention/Disposition
Air Pack Maintenance Records related to fit test, hydrostatic testing and the repair and/or replacement of the Air Pack.	By Air Pack Number, maintained on PC at station 95	Retain for the life of the equipment. If involved in an accident retain for the life of the unit plus three (3) calendar years. Retain test related records for a minimum period of five (5) calendar years from the date of test. Retain related inventory control and accounting records until completion of an annual audit. LRDA: 20070558 Apparatus and Equipment Records
Breathing Air Quality Reports for Air Packs Quarterly Inspections	By station number, posted on each compressor	Retain for the life of the equipment. If involved in an accident retain for the life of the unit plus three (3) calendar years. Retain test related records for a minimum period of five (5) calendar years from the date of test. Retain related inventory control and accounting records until completion of an annual audit. LRDA: 20070558 Apparatus and Equipment Records
Compressor Maintenance Log book documenting maintenance.	By station number	Retain for the life of the equipment. If involved in an accident retain for the life of the unit plus three (3) calendar years. Retain test related records for a minimum period of five (5) calendar years from the date of test. Retain related inventory control and accounting records until completion of an annual audit. LRDA: 20070558 Apparatus and Equipment Records
Ground Ladder Inspection Records Annual Inspections	By unit number on CDs provided by vendor	Retain for the life of the equipment. If involved in an accident retain for the life of the unit plus three (3) calendar years. Retain test related records for a minimum period of five (5) calendar years from the date of test. Retain related inventory control and accounting records until completion of an annual audit. LRDA: 20070558 Apparatus and Equipment Records

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Logistics		
Record Series/ Description	Filing Method	Retention/Disposition
Personal Protective Equipment Records documenting use and maintenance of personal protective equipment.	Records maintained in Advanced Protection Tracking system	Retain for the life of the equipment. If involved in an accident retain for the life of the unit plus three (3) calendar years. Retain test related records for a minimum period of five (5) calendar years from the date of test. Retain related inventory control and accounting records until completion of an annual audit. Note: Contractor maintains record copy. LRDA: 20070558 Apparatus and Equipment Records
Radio Maintenance Work tickets for the maintenance and repair of handheld radios.	As best supports business activities	Retain for the life of the equipment. If involved in an accident retain for the life of the unit plus three (3) calendar years. Retain test related records for a minimum period of five (5) calendar years from the date of test. Retain related inventory control and accounting records until completion of an annual audit. LRDA: 20070558 Apparatus and Equipment Records
Station Inspections Inspections performed at each fire station.	By station number on shared network area	Three (3) calendar years from the date of the inspection or correction of any violations (if applicable). LRDA: 20121877 Fire Station and Facility Inspection Records
Stryker Cot Maintenance Documentation of inspection and lubes.	By location and serial number	Retain for the life of the equipment. If involved in an accident retain for the life of the unit plus three (3) calendar years. Retain test related records for a minimum period of five (5) calendar years from the date of test. Retain related inventory control and accounting records until completion of an annual audit. LRDA: 20070558 Apparatus and Equipment Records

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Public Education		
Record Series/ Description	Filing Method	Retention/Disposition
Community Risk Reduction Community Training including Requests, Fire Education and Safety.	By name in Contact Henderson	One (1) calendar year after the end of the program. Transfer to City Archives to be reviewed for historical value. LRDA: 20071475 Fire Prevention Education Programs
Correspondence Related to Events Thank you cards and letters, requests, concerns, drawings, and photos, etc.	As best suited for business needs	One (1) year, then transfer to the City Archives to be reviewed for historical value.
Youth Firesetter Program (Investigations) Referral Information, Initial Evaluation for Juvenile Offenders (Arson)	By suspect name	Permanent – as required by oversight agency. Legal Citations: NRS 62H.100 to 62H.170 Records related to children – Sealing and Unsealing; NRS 62H.010 Fingerprinting or photographing of child who is in custody; conditions and limitations on use and retention of fingerprints and photographs; penalty

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Training		
Record Series/ Description	Filing Method	Retention/Disposition
Employee Initial Training Records Training completed by Rookies during probation including Fire Academy records, and Physical Fitness tests.	By employee	Three (3) calendar years from the transfer, separation, retirement, or termination of the employee. LRDA: 20070629 Fire Department Training Files
Training Material Bulletins, Summaries, Lesson Plans, Training Packet and Reports.	By course title	Three (3) years after course has been superseded or discontinued.
Training Plan Training plan that contains available and required courses through the year.	By year	Current year plus one (1) year.