

# State of Florida

## **GENERAL RECORDS SCHEDULE GS8 FOR FIRE DEPARTMENTS**



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Rule 1B-24.003(1)(g), *Florida Administrative Code*

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# GENERAL RECORDS SCHEDULE GENERAL INFORMATION AND INSTRUCTIONS

## FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public records custodians. If you are unsure of your organization's status as a "public agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

<b>GS1-SL</b>	<b>State and Local Government Agencies</b>
<b>GS2</b>	<b>Law Enforcement, Correctional Facilities and District Medical Examiners</b>
<b>GS3</b>	<b>Election Records</b>
<b>GS4</b>	<b>Public Hospitals, Health Care Facilities and Medical Providers</b>
<b>GS5</b>	<b>Public Universities and Colleges</b>
<b>GS7</b>	<b>Public Schools Pre-K-12 and Adult and Career Education</b>
<b>GS8</b>	<b>Fire Departments</b>
<b>GS9</b>	<b>State Attorneys</b>
<b>GS11</b>	<b>Clerks of Court</b>
<b>GS12</b>	<b>Property Appraisers</b>
<b>GS13</b>	<b>Tax Collectors</b>
<b>GS14</b>	<b>Public Utilities</b>
<b>GS15</b>	<b>Public Libraries</b>

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's Records Management website at [info.florida.gov/records-management](http://info.florida.gov/records-management).

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## I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information Services in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*. **This schedule covers records created, received or maintained by fire/rescue departments.**

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

## II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:
  1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, 31 U.S.C. ss. 7501-7507, and other applicable federal laws.
  2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote

and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in those internal controls.

3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records your agency should retain for audit purposes.

**Because conceivably any record in any agency might be required for audit, we are no longer including the "provided applicable audits have been released" language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency's audit requirements.**

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor agency requirements.

### III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, which are applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is "a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use." Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, and Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function or activity of the agency.

The records retention schedule officially establishes the *minimum* length of time that the record series must be retained. **This retention applies to the agency's record (master) copy of the records – those public records specifically designated by the**

**custodian as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always “Retain until obsolete, superseded, or administrative value is lost” (“OSA”) unless otherwise specified. Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.**

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency’s record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, State Attorneys should use the *GS9 for State Attorneys* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Foreword for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may **only** be used by the agency for which they were established.

To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E-105REff.2-09, to the Records Management Program for review and approval. This “105” form is available on the Records Management website at [info.florida.gov/records-management/forms-and-publications](http://info.florida.gov/records-management/forms-and-publications).

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule. If you have an individual schedule that requires a longer retention, contact the Records Management Program for guidance.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that “A

public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division.” This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If an appropriate retention schedule for the records does not exist, one must be established by following the procedures listed above for individual records schedules.

Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix ‘a’ for the record copy or ‘b’ for duplicates), record series title, inclusive dates, volume in cubic feet of physical records destroyed (for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form), and disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at [info.florida.gov/records-management/forms-and-publications](http://info.florida.gov/records-management/forms-and-publications). Agencies must maintain this documentation as a permanent record but should **not** submit it to the Records Management Program for review or approval.

#### IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of “3 anniversary years” will have a different eligibility date from records with a retention of “3 fiscal years” or “3 calendar years.”

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of “3 anniversary years,” the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of “3 calendar years,” the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of “3 fiscal years,” the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of “6 months,” the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of “90 days,” the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current record. The retention could vary from less than one day to any length of time thereafter.

F. Triggering Event

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until youth turns age 25.

Retain for life of the structure.

3 anniversary years after final action.

**Example: Calculating Eligibility Dates**

If the **ending date** for a specific record series is **7/31/2007**, when are these records eligible for disposition under different retention period types?

Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2007	+3	= 7/31/2010
3 fiscal years (local govt.)	9/30/2007	+3	= 9/30/2010
3 fiscal years (school district)	6/30/2008	+3	= 6/30/2011
3 calendar years	12/31/2007	+3	= 12/31/2010

**V. ARCHIVAL VALUE**

The State Archives of Florida identifies records potentially having enduring historical, administrative, legal or fiscal value that may merit permanent preservation. If a record series description states, “**These records may have archival value**,” the State Archives has identified these records as potentially archival. While this statement does not currently appear in any *General Records Schedule GS8 for Fire/Rescue Departments* items, agencies preparing to dispose of records that have met their required retention should carefully consider the potential historical research value of those records. Some records might have enduring value to your community as evidence of the interactions between government and citizens and as sources of



information about local government, society and culture. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers and could be offered to your city or county archives, historical records program or public library. Records documenting significant health or public safety issues of statewide or broader importance can be offered to the State Archives. Assistance in determining archival value is available from State Archives staff at 850.245.6700, option 1, then option 3.

## VI. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of the format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, **provided that the printed version contains all date/time stamps and routing information**. However, in the event that an agency is involved in or can reasonably anticipate **litigation** on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

## VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.
- B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."
- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards.
- D. Records in Support of Financial, Operational or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the three fiscal year minimum.

- E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

**VIII. REFORMATTING STANDARDS AND REQUIREMENTS**

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

**IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS**

Cassette tapes, 200	1.0 cubic foot
Letter-size file drawer	1.5 cubic feet
Legal-size file drawer	2.0 cubic feet
Letter-size 36" shelf	2.0 cubic feet
Legal-size 36" shelf	2.5 cubic feet
Magnetic Tapes, 12	1.0 cubic foot
3 x 5 cards, ten 12" rows	1.0 cubic foot
3 x 5 cards, five 25" rows	1.0 cubic foot
4 x 6 cards, six 12" rows	1.0 cubic foot
5 x 8 cards, four 12" rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
Map case drawer, 2" x 26" x 38"	1.1 cubic feet
Map case drawer, 2" x 38" x 50"	2.2 cubic feet
Roll storage, 2" x 2" x 38"	0.1 cubic foot
Roll storage, 2" x 2" x 50"	0.2 cubic foot
Roll storage, 4" x 4" x 38"	0.3 cubic foot

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Roll storage, 4" x 4" x 50" 0.5 cubic foot  
(One roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation: (Length" x Width" x Height") ÷ 1,728 = cubic feet

## **RECORDS RETENTION SCHEDULES**

### **ACCREDITATION RECORDS: FIRE/RESCUE DEPARTMENT**

**Item #71**

This record series consists of documentation used to demonstrate compliance with the professional standards established by the Commission on Fire Accreditation International (CFAI). The series may include, but is not limited to, rules and regulations, standard operating procedures, internal reports, forms, correspondence, tabulations, a formal written assessment statement of the agency's compliance or noncompliance, and subsequent follow-up reports.

**RETENTION:** 3 anniversary years after accreditation.

### **ACTIVITY LOGS: FIRE/RESCUE DEPARTMENTS**

**Item #1**

This record series consists of logs documenting activities occurring within the station. The records document such activities as responses to alarms, citizen visits or tours, number of blood pressure checks given, equipment cleaned and refueling efforts. The purpose of this log is to update the next shift of all activities occurring prior to their arrival on duty. This series does not include Activity Reports, which are covered under *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124, "OPERATIONAL AND STATISTICAL REPORTS."

**RETENTION:** 1 anniversary year.

### **ALARM REPORTS: FIRE (NON-ARSON)**

**Item #51**

This record series consists of alarm reports for non-arson fires such as those caused by faulty wiring. The series may include, but is not limited to, the location, date, time, equipment used, hydrant used, damage estimate of the fire, deaths which might result from the fire, firefighter reporting the fire, and any comments made concerning the details of the fire.

**RETENTION:** 7 anniversary years after date of fire.

### **BRUSH CLEARANCE RECORDS**

**Item #53**

This record series documents the clearing of brush or vegetation from property to comply with city or county code or ordinance regarding brush or weed clearance designed to reduce the amount of property loss due to wildfires. The series may include, but is not limited to, notices to land owners, photographs of the property, work orders, correspondence, restitution estimates and copies of billing records. See also the applicable CODE VIOLATION RECORDS item in the *General Records Schedule GS1-SL for State and Local Government Agencies*.

**RETENTION:** 3 anniversary years after final action.

### **DRILL RECORDS: FIRE/SAFETY**

**Item #59**

This record series documents fire and safety drill exercises at schools, businesses and other establishments. The series may include, but is not limited to, reports of fire department employee attendance, time and date of the drills, name of the agency conducting the drills, the outcome and comments on areas for improvement.

**RETENTION:** 5 fiscal years.

### **FALSE ALARM REPORTS**

**Item #3**

This record series consists of information pertaining to false alarms, outcries or reports of fire. The series may include, but is not limited to, the date and time of the report, the location, any identifying characteristics of the caller, the number of responding units, and the time it was determined to be a false report.

**RETENTION:** 4 anniversary years.

### **FIRE EXPLORERS RECORDS**

**Item #72**

This record series documents Fire Explorers programs designed to educate and train teens and young adults for a career in firefighting. The series documents program activities and participants and may include such records as applications, parental consent forms, meeting attendance records, examination records, background checks, program rules and regulations, fee payment records, and records of participation in community service activities.

**RETENTION:** 5 fiscal years after completion of program.

**FIRE HYDRANT RECORDS**

**Item #25**

This record series documents the installation, history and removal of fire hydrants. The records document such information as the location of the hydrant, the make, hydrant size, valve size, dates inspected and copies of any work orders regarding the hydrant. See also "FIRE HYDRANT RECORDS: FLOW TESTS."

**RETENTION:** 4 anniversary years after life of hydrant.

**FIRE HYDRANT RECORDS: FLOW TESTS**

**Item #73**

This record series consists of fire hydrant flow test reports documenting water flow calculations of fire hydrants. Tests are conducted by the agency prior to the construction of a new property or prior to a change in the use of an existing property. These test reports indicate whether there is sufficient water protection from the nearest hydrant to the proposed project. These reports contain such information as water flow measurements, proposed project information, dates of tests and location of hydrants.

**RETENTION:** 4 anniversary year.

**FIRE SAFETY INSPECTION RECORDS: NO VIOLATIONS**

**Item #74**

This record series documents fire safety inspections on businesses or commercial buildings in cases where no violations are found, including new inspections, re-inspections or following a complaint. The records may consist of, but are not limited to, the owner's contact information; the type of business; information about the fire suppression and notification devices; occupant load; information on compliance; the inspector's name and number; and the date of the inspection.

**RETENTION:** 4 anniversary years after inspection.

**FIRE SAFETY INSPECTION RECORDS: VIOLATIONS**

**Item #75**

This record series documents fire safety inspections on businesses or commercial buildings in cases where violations are found, including new inspections, re-inspections or following a complaint. The records may consist of, but are not limited to, the owner's contact information; the type of business; information about the fire suppression and notification devices; occupant load; violations found; the inspector's name and number; and the date of the inspection.

**RETENTION:** 10 anniversary years after last violation.

**FIRE SAFETY REVIEW RECORDS: BUILDING PLANS**

**Item #76**

This record series consists of fire safety reviews of building plans and specifications to ensure compliance with the Florida Fire Prevention Code and the Life Safety Code. Fire safety inspections are required to be conducted prior to issuance of any permit for construction, erection, alteration, modification, repair or demolition of any building. The series may include, but is not limited to, proposed and corrected architectural or design blueprints; schematics for adherence to the fire code; corrections to conform to the fire code; and correspondence including form letters. A copy of the inspection is filed with the county building department and retain in accordance with the retention for architectural/building plans. Records are created pursuant to Section 553.79(2), *Florida Statutes*, Permits; applications; issuance; inspections.

**RETENTION:** Retain until obsolete, superseded or administrative value is lost.

**FIRE SAFETY REVIEW RECORDS: PLANS**

**Item #61**

This record series consists of reviews of fire safety plans submitted by various businesses. The series may include, but is not limited to, requests for reviews, copies of fire safety plans, notification of improvements needed and any applicable correspondence and supporting documentation.

**RETENTION:** 5 fiscal years.

**INVESTIGATION RECORDS: ARSON - CAPITAL/LIFE FELONY**

**Item #4**

This record series consists of information with respect to an identifiable person or group of persons in the course of conducting an investigation of arson constituting a capital or life felony. The series may include, but is not limited to, the location, date, time, type of arson, equipment used, hydrant used, damage estimate of the fire, deaths which might result from the fire, firefighter reporting for the fire and any comments made concerning the details of the fire. The series may also include a copy of the police report and photographs of the scene. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions.

**RETENTION:** 100 anniversary years.

**INVESTIGATION RECORDS: ARSON - NON-CAPITAL/LIFE FELONY** **Item #5**

This record series consists of information with respect to an identifiable person or group of persons in the course of conducting an investigation of arson constituting a non-capital or non-life felony. The series may include, but is not limited to, the location, date, time, type of arson, equipment used, hydrant used, damage estimate of the fire, firefighter reporting for the fire and any comments made concerning the details of the fire. The series may also include a copy of the police report and photographs of the scene. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions.

**RETENTION:** 8 anniversary years.

**INVESTIGATION RECORDS: DAMAGE TO FIRE DETECTION/SUPPRESSION MECHANISMS** **Item #62**

This record series documents the reporting and investigation of willful and malicious damage, destruction, removal or tampering with fire hydrants, extinguishers, hoses, smoke detectors, sprinkler systems or other fire detection or suppression systems. The series may include, but is not limited to, photographs of the damage, depositions, reports and other supporting documentation. Retention is pursuant to Section 775.15, *Florida Statutes*, Time limitations; general time limitations; exceptions.

**RETENTION:** 6 anniversary years after offense committed.

**MINIMUM STANDARDS COURSE: ROSTER OF STUDENTS** **Item #63**

This record series consists of rosters of students attending the firefighter minimum standards training course. The series may include, but is not limited to, rosters of students and applicable supporting documentation such as release of building to burn, affidavits for use of other facilities or equipment, pre-certification documentation and verification of documentation received. Records created pursuant to Rule 69A-37.057, *Florida Administrative Code*, Roster of Students.

**RETENTION:** 3 fiscal years.

**RUN REPORTS: NON-EMERGENCY** **Item #39**

This record series consists of reports of non-emergency runs where no medical treatment or service is rendered. See *General Records Schedule GS4 for Hospitals, Medical Facilities, and Providers*, for run reports where medical attention was provided by Emergency Medical Technicians (EMT), Emergency Medical Services (EMS), Air-Medical Providers or paramedics.

**RETENTION:** 4 anniversary years.

**SAFE PLACE PROGRAM RECORDS** **Item #66**

This record series documents individuals seeking immediate help and safety at fire stations participating in the Safe Place program. This program designates various businesses and public offices as safe places that children or adults can go to when they are in danger or lost. The series may include, but is not limited to, the time, date, and name of person who is asking for help; the nature of the problem; the agency or parties contacted to provide assistance; the time of parties' arrival and the final outcome.

**RETENTION:** 4 anniversary years.

**SUPPLEMENTAL COMPENSATION PROGRAM: ENROLLMENT/REMOVAL RECORDS** **Item #77**

This record series documents firefighters' enrollment, re-entry and removal from the state's Supplemental Compensation Program. The series may include, but is not limited to, applications for initial entry and re-entry, requests for upgrades, eligibility determinations and supporting documentation. The series includes applicants determined ineligible to participate. Records created pursuant to Rule 69A-37.086, *Florida Administrative Code*, Application for Eligibility Determination.

**RETENTION:** 5 fiscal years after removal, graduation or termination from program or ineligible determination.

**SUPPLEMENTAL COMPENSATION PROGRAM: QUARTERLY REPORTS** **Item #69**

This record series consists of quarterly reports of compensation paid to firefighters for educational incentive. The reports are submitted to the Department of Financial Services, Bureau of Fire Standards and Training for reimbursement pursuant to Section 633.422, *Florida Statutes*, Firefighters; supplemental compensation. The information includes each firefighter's name, Social Security number, amount paid, total amount paid for quarter, and name of fire department or employing agency.

**RETENTION:** 5 fiscal years from date of report.

**TOXIC SUBSTANCES LISTS**

**Item #70**

This record series documents work areas where toxic substances are present. The records document such information as the location of the toxic substance and the chemical and common name of each substance. The series also includes the Material Safety Data Sheets (MSDS) for each substance.

**RETENTION:** 4 anniversary years after receipt.

## CROSS-REFERENCE

### ACTIVITY REPORTS: DAILY

use ACTIVITY LOGS: FIRE/RESCUE DEPARTMENTS

### APPARATUS PUMP TESTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104,  
EQUIPMENT/VEHICLE MAINTENANCE RECORDS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #224,  
EQUIPMENT/VEHICLE USAGE RECORDS

### APPLICATIONS/PERMITS: FIRE CODE

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #427,  
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR  
COUNTY CODE/ORDINANCE (NO PERMITTING FEE)  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #428,  
REGISTRATION/PERMIT/LICENSE/CERTIFICATION RECORDS: REQUIRED BY CITY OR  
COUNTY CODE/ORDINANCE (PERMITTING FEE)

### APPLICATIONS/PERMITS: FLAMMABLE LIQUIDS STORAGE

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #412  
STORAGE TANK RECORDS

### APPLICATIONS/PERMITS: LP GAS INSTALLATION

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #412  
STORAGE TANK RECORDS

### ARSON INVESTIGATIONS: CAPITAL/LIFE FELONY

use INVESTIGATION RECORDS: ARSON - CAPITAL/LIFE FELONY

### ARSON INVESTIGATIONS: NON-CAPITAL/LIFE FELONY

use INVESTIGATION RECORDS: ARSON – NON-CAPITAL/LIFE FELONY

### ATHLETIC EXAMINATION RELEASE FORMS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #24,  
EMPLOYMENT APPLICATION AND SELECTION RECORDS

### ATHLETIC EXAMINATION GRADING SHEETS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #24,  
EMPLOYMENT APPLICATION AND SELECTION RECORDS

### ATHLETIC TEST SUMMARIES

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #24,  
EMPLOYMENT APPLICATION AND SELECTION RECORDS

### BLOOD PRESSURE TESTING LOGS: DAILY

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #3,  
ADMINISTRATIVE SUPPORT RECORDS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,  
OPERATIONAL AND STATISTICAL REPORT RECORDS

### CERTIFICATE OF INSPECTIONS

use FIRE SAFETY REVIEW RECORDS: BUILDING PLANS  
or applicable FIRE SAFETY INSPECTION RECORDS

### CERTIFICATES: LICENSURE (FIRE FIGHTER)

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, STAFF  
ADMINISTRATION RECORDS



General Records Schedule GS8 for Fire/Rescue Departments  
\*\*\*CROSS-REFERENCE\*\*\*

CERTIFICATES: LICENSURE (PARAMEDICS)

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, STAFF  
ADMINISTRATION RECORDS

CITATIONS: FIRE SAFETY INSPECTORS (NO LIENS)

use applicable FIRE SAFETY INSPECTION RECORDS

CONSOLIDATED REPORTS: ANNUAL

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #122,  
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #245, ANNUAL  
REPORTS: GOVERNING BODY  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,  
OPERATIONAL AND STATISTICAL REPORT RECORDS

CONSOLIDATED REPORTS: DAILY

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,  
OPERATIONAL AND STATISTICAL REPORT RECORDS

CONSOLIDATED REPORTS: MONTHLY

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,  
OPERATIONAL AND STATISTICAL REPORT RECORDS

CRITICAL INCIDENT STRESS MANAGEMENT RECORDS

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, STAFF  
ADMINISTRATION RECORDS

DESIGN REVIEW: PLANS/CORRESPONDENCE

use applicable FIRE SAFETY REVIEW RECORDS

DESIGN REVIEW: PLANS (ERRORS)

use applicable FIRE SAFETY REVIEW RECORDS

DESIGN REVIEW: PLANS (NO ERRORS)

use applicable FIRE SAFETY REVIEW RECORDS

DRIVER ENGINEER INFORMATION CARDS (CURRENT)

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, STAFF  
ADMINISTRATION RECORDS

DRIVER ENGINEER INFORMATION CARDS (SUPERSEDED)

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, STAFF  
ADMINISTRATION RECORDS

DRIVER ENGINEER REMOVAL FORMS

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*,  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, STAFF  
ADMINISTRATION RECORDS

EMERGENCY FIRE AND DISPATCH RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #292, RADIO  
LOGS

General Records Schedule GS8 for Fire/Rescue Departments  
\*\*\*CROSS-REFERENCE\*\*\*

FIRE INVESTIGATION RECORDS

use INVESTIGATION RECORDS: ARSON - CAPITAL/LIFE FELONY  
or INVESTIGATION RECORDS: ARSON - NON-CAPITAL/LIFE FELONY  
or INVESTIGATION RECORDS: DAMAGE TO FIRE DETECTION/SUPPRESSION MECHANISMS

FIRE PREVENTION RECORDS: SUMMARY OF LOST REPORT

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,  
OPERATIONAL AND STATISTICAL REPORT RECORDS

FIRE SAFETY PLANS/CORRESPONDENCE

use FIRE SAFETY REVIEW RECORDS: PLANS

GAS TANK INSTALLATION CARDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #412.  
STORAGE TANK RECORDS

HOSE RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104,  
EQUIPMENT/VEHICLE MAINTENANCE RECORDS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #224,  
EQUIPMENT/VEHICLE USAGE RECORDS

HOSE RECORDS: TEST REPORT

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104,  
EQUIPMENT/VEHICLE MAINTENANCE RECORDS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #224,  
EQUIPMENT/VEHICLE USAGE RECORDS

HYDRANT RECORDS

use FIRE HYDRANT RECORDS  
or FIRE HYDRANT RECORDS: FLOW TESTS

INCIDENT RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #241,  
INCIDENT REPORT FILES  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #188, INJURY  
RECORDS

INSPECTION AND MAINTENANCE RECORDS: APPARATUS AND EQUIPMENT

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104,  
EQUIPMENT/VEHICLE MAINTENANCE RECORDS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #224,  
EQUIPMENT/VEHICLE USAGE RECORDS

INSPECTION RECORDS: MONTHLY

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,  
OPERATIONAL AND STATISTICAL REPORT RECORDS

NOTICE OF EMPLOYMENT

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, STAFF  
ADMINISTRATION RECORDS

NOTICE OF TERMINATION

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, STAFF  
ADMINISTRATION RECORDS

General Records Schedule GS8 for Fire/Rescue Departments  
\*\*\*CROSS-REFERENCE\*\*\*

NOTICES: APPARATUS/EQUIPMENT REPAIR

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #154,  
VEHICLE RECORDS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #141, WORK  
ORDERS

NOTICES: VIOLATION

use FIRE SAFETY INSPECTION RECORDS: VIOLATIONS

PERSONNEL ACTIVITY REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,  
OPERATIONAL AND STATISTICAL REPORT RECORDS

RADIO LOGS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #292, RADIO  
LOGS

REPAIR LOGS: APPARATUS (DAILY)

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #104,  
EQUIPMENT/VEHICLE MAINTENANCE RECORDS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #224,  
EQUIPMENT/VEHICLE USAGE RECORDS

RESCUE REPORTS: FIELD

use RUN REPORTS: NON-EMERGENCY

RESCUE REPORTS: MONTHLY

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,  
OPERATIONAL AND STATISTICAL REPORT RECORDS

RESCUE SQUADS INSTRUCTIONAL AND LECTURING ACTIVITY RECORD

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #147,  
TRAINING MATERIAL RECORDS

RUN REPORTS: EMERGENCY

use *General Records Schedule GS4 for Public Hospitals, Health Care Facilities and Medical Providers*,  
Item #70, RUN REPORTS: EMERGENCY

SAFETY REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #241,  
INCIDENT REPORT FILES  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #188, INJURY  
RECORDS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #78, VEHICLE  
ACCIDENT RECORDS

SPECIFICATIONS: APPARATUS AND EQUIPMENT

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #223,  
EQUIPMENT REFERENCE FILES

STATE FIRE MARSHAL REPORTS: MONTHLY

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,  
OPERATIONAL AND STATISTICAL REPORT RECORDS

SUPPLEMENTAL COMPENSATION PROGRAM: ACCEPTANCE RECORDS

use SUPPLEMENTAL COMPENSATION PROGRAM: ENROLLMENT/REMOVAL RECORDS

SUPPLEMENTAL COMPENSATION PROGRAM: NOTICE OF INELIGIBILITY

use SUPPLEMENTAL COMPENSATION PROGRAM: ENROLLMENT/REMOVAL RECORDS

General Records Schedule GS8 for Fire/Rescue Departments  
\*\*\*CROSS-REFERENCE\*\*\*

SUPPLY ORDERS: STATION REQUESTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #42,  
PURCHASING RECORDS  
or use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #435,  
FINANCIAL TRANSACTION RECORDS: DETAIL

TIRE LOGS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #154,  
VEHICLE RECORDS

TRAINING RECORDS: IN-SERVICE

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, STAFF  
ADMINISTRATION RECORDS

TRAINING RECORDS: PERFORMANCE

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, STAFF  
ADMINISTRATION RECORDS

TRAINING RECORDS: STUDENT EVALUATIONS (FINAL)

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #371, STAFF  
ADMINISTRATION RECORDS

VEHICLE RECORDS: REGISTRATION/LIST (EQUIPMENT)

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #154,  
VEHICLE RECORDS

VEHICLE RECORDS: REGISTRATION/LIST (SUPPORTING DOCUMENTS)

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #154,  
VEHICLE RECORDS

WEATHER AND RAINFALL REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,  
OPERATIONAL AND STATISTICAL REPORT RECORDS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #373,  
SUBJECT/REFERENCE FILES  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #3,  
ADMINISTRATIVE SUPPORT RECORDS

General Records Schedule GS8 for Fire/Rescue Departments  
\*\*\*ALPHABETICAL LISTING\*\*\*

**ALPHABETICAL LISTING**

ACCREDITATION RECORDS: FIRE/RESCUE DEPARTMENT	Item #71
ACTIVITY LOGS: FIRE/RESCUE DEPARTMENTS	Item #1
ALARM REPORTS: FIRE (NON-ARSON)	Item #51
BRUSH CLEARANCE RECORDS	Item #53
DRILL RECORDS: FIRE/SAFETY	Item #59
FALSE ALARM REPORTS	Item #3
FIRE EXPLORERS RECORDS	Item #72
FIRE HYDRANT RECORDS	Item #25
FIRE HYDRANT RECORDS: FLOW TESTS	Item #73
FIRE SAFETY INSPECTION RECORDS: NO VIOLATIONS	Item #74
FIRE SAFETY INSPECTION RECORDS: VIOLATIONS	Item #75
FIRE SAFETY REVIEW RECORDS: BUILDING PLANS	Item #76
FIRE SAFETY REVIEW RECORDS: PLANS	Item# 61
INVESTIGATION RECORDS: ARSON - CAPITAL/LIFE FELONY	Item #4
INVESTIGATION RECORDS: ARSON - NON-CAPITAL/LIFE FELONY	Item #5
INVESTIGATION RECORDS: DAMAGE TO FIRE DETECTION/SUPPRESSION MECHANISMS	Item #62
MINIMUM STANDARDS COURSE: ROSTER OF STUDENTS	Item #63
RUN REPORTS: NON-EMERGENCY	Item #39
SAFE PLACE PROGRAM RECORDS	Item #66
SUPPLEMENTAL COMPENSATION PROGRAM: ENROLLMENT/REMOVAL RECORDS	Item #77
SUPPLEMENTAL COMPENSATION PROGRAM: QUARTERLY REPORTS	Item #69
TOXIC SUBSTANCES LISTS	Item #70

## NUMERICAL LISTING

ACTIVITY LOGS: FIRE/RESCUE DEPARTMENTS	Item #1
FALSE ALARM REPORTS	Item #3
INVESTIGATION RECORDS: ARSON - CAPITAL/LIFE FELONY	Item #4
INVESTIGATION RECORDS: ARSON - NON-CAPITAL/LIFE FELONY	Item #5
FIRE HYDRANT RECORDS	Item #25
RUN REPORTS: NON-EMERGENCY	Item #39
ALARM REPORTS: FIRE (NON-ARSON)	Item #51
BRUSH CLEARANCE RECORDS	Item #53
DRILL RECORDS: FIRE/SAFETY	Item #59
FIRE SAFETY REVIEW RECORDS: PLANS	Item# 61
INVESTIGATION RECORDS: DAMAGE TO FIRE DETECTION/SUPPRESSION MECHANISMS	Item #62
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ACCREDITATION RECORDS: FIRE RESCUE DEPARTMENT	Item #71
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FIRE HYDRANT RECORDS: FLOW TESTS	Item #73
FIRE SAFETY INSPECTION RECORDS: NO VIOLATIONS	Item #74
FIRE SAFETY INSPECTION RECORDS: VIOLATIONS	Item #75
FIRE SAFETY REVIEW RECORDS: BUILDING PLANS	Item #76
SUPPLEMENTAL COMPENSATION PROGRAM: ENROLLMENT/REMOVAL RECORDS	Item #77