

STATE OF NEW JERSEY



MUNICIPAL FIRE DEPARTMENTS

M180000-001

Records Retention and Disposition Schedule				Agency: M180000		Schedule: 001		Page #:1 of 9		
Department:	MUNICIPAL FIRE DEPARTMENTS			Agency Representative:		HOWARD WALDRON				
Division:				Title:		DIRECTOR, PUBLIC SAFETY				
Bureau:				Phone #:						
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.										
Agency Representative Signature:			Date:		Secretary, State Records Committee Signature:			Date:		
			8/31/1984					10/17/1984		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Alarm Inspections						7 Years		Destroy	
0002-0000	Alarm Repairs						2 Years		Destroy	
0003-0000	Ambulance/Rescue Squad Records - Individual Record of Ambulance Calls	X					6 Years		Destroy	
0004-0000	Ambulance/Rescue Squad Call Tally						3 Years		Destroy	
0005-0000	Ambulance Run Record						2 Years		Destroy	
0006-0000	Application for Permit File - Short Term Usage --- File contains Application, plans, drawings, and supporting documentation.	X					10 Years From initial and/or renewal date, whichever is longer		Destroy	(N.J.A.C. 5:70-2.7, N.J.A.C. 5:71-3.7(b) 12; N.J.A.C. 52:27D-192)
0007-0000	Applications and Permit Stubs - Short Term Usage --- Includes: Application for Permit and Fire Safety Stubs.	X					6 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Arson Investigation File										
0008-0001	Arson Investigative File - Proven --- Contains: investigative, laboratory, and insurance reports; affidavits; dispositions; photographs; and additional documents used to determine the cause and circumstances of a fire or other incident.		X				Permanent		Retain at Agency	
0008-0002	Arson Investigative File - Not Proven --- Contains: investigative, laboratory, and insurance reports; affidavits; dispositions; photographs; and additional documents used to determine the cause and circumstances of a fire or other incident.						7 Years		Destroy	
0009-0000	Assignment Cards						6 Years		Destroy	
0010-0000	Blankets and Linens Issued	X					1 Years		Destroy	
0011-0000	Building Plans and Specifications		X				Life of the structure		Destroy	
0012-0000	Certificate of Fire Code Status --- A certificate stating that a facility is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding.						7 Years After payment		Destroy	(N.J.A.C. 5:71-3.7(b) 9; N.J.S.A. 52:27D-192)
0013-0000	Company Journals		X				Permanent		Retain at Agency	
0014-0000	Company Roster - Daily						As updated		Destroy	
0015-0000	Complaint File						7 Years After resolution		Destroy	
0016-0000	Consolidated Report of Building Fire						6 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0017-0000	Court Cases (Copy)						3 Years After case closed		Destroy	
0019-0000	Dispatcher's Daily Log Sheet						5 Years		Destroy	
0020-0000	Egress/Facility Exit Plans						As updated		Destroy	
	Equipment File									
0021-0001	Equipment File - Annual Inspection	X					7 Years		Destroy	
0021-0002	Equipment File - Monthly Inspection	X					3 Years		Destroy	
0021-0003	Equipment File - Daily Inspection	X					1 Years		Destroy	
0021-0004	Equipment File - Equipment Inventory	X					3 Years After update		Destroy	
0021-0005	Equipment File - Equipment Out of Service	X					2 Years		Destroy	
0021-0006	Equipment File - Equipment Received	X					2 Years		Destroy	
0021-0007	Equipment File - Equipment and Hydrant Repairs	X					2 Years		Destroy	
0021-0008	Equipment File - Damaged or Lost Equipment	X					6 Years		Destroy	
0021-0009	Equipment File - Extinguishers Recharged						2 Years		Destroy	
0021-0010	Equipment File - Test Reports From Fire Protection Equipment Contractors	X					6 Years		Destroy	(N.J.A.C. 5:71-3.7(g))
0022-0000	False Alarms and Needless Calls						6 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0023-0000	Fee and Penalty Logs --- The Fire Official maintains the following logs: Permit Fee Log, Non-Life Hazard Use Fee and/or Inspection Log, Life Hazard Use Fee Log, Smoke Detector Fee Log, and Penalty Collection Log.	X					6 Years		Destroy	(N.J.A.C. 5:71-3.7(g))
Fire Boat File										
0024-0001	Fire Boat File - Journals		X				Permanent		Retain at Agency	
0024-0002	Fire Boat File - Reports						6 Years		Destroy	
0025-0000	Fire Call Register						6 Years		Destroy	
0026-0000	Fire Code Violations File --- File pertains to: nature of the violation, specific location, applicable Uniform Fire Code citation, action required for abatement, and abatement date/time.						7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)4; N.J.S.A. 52:27D-192)
0027-0000	Fire Department Call Tally						3 Years		Destroy	
0028-0000	Fire Department/Paramedics/Emergency Medical Technician (EMT) Patient Emergency Call Report --- Report pertaining to response to emergency calls. Contains: patient identification information, medical condition/injury, medical treatment, and disposition.						10 Years After age 23, whichever is longer		Destroy	
0029-0000	Fire Department Record/Basic Field Incident Report --- Contains individual records of fire calls.						6 Years		Destroy	
0030-0000	Fire Losses --- Data also contained in an Annual Report	X					6 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0031-0000	Fire Official/Fire Inspector Certification File --- Application file for certification to become a Fire Official/Fire Inspector or Fire Inspector. File contains: application for initial certification, certification renewal, certificates (copy), licenses, college transcripts, and supporting documentation.						3 Years After failure to re-certify		Destroy	
0032-0000	Fire Prevention File --- General reference file pertaining to fire prevention.						Periodic review		Destroy	
0034-0000	Fire Safety Permit File --- A permit to safely maintain, store, or handle materials, conduct processes which may produce hazardous conditions, or to install equipment used in connection with such activities in accordance with the Uniform Fire Code.	X					3 Years After expiration		Destroy	(N.J.A.C. 5:71-3.7(b)13; N.J.S.A. 52:27D-192)
0035-0000	Fire Safety Registration File --- Registration file for owners of a potential Life Hazard Use Business. In accordance with the Uniform Fire Safety Act, the file contains: registrant identification, business location, and certification by owner or agent.	X					3 Years After failure to renew; provided all violations have been corrected		Destroy	(N.J.A.C. 5:71-3.7(a); N.J.S.A. 52:27D-201)
0036-0000	Fuel Oil Used	X					2 Years		Destroy	
0037-0000	Hazard Reports						7 Years		Destroy	
0038-0000	Hose Changes/Repairs						2 Years		Destroy	
0039-0000	Hose Inventory	X					3 Years As updated		Destroy	
0040-0000	Index Card File - Fire Marshall Reports						Permanent		Retain at Agency	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0041-0000	Inspection Certificate File - Application and Certificate --- Certification file stating that upon completion of inspection, violations cited have been corrected and outstanding fees/penalties paid. (N.J.A.C. 5:71-3.7(b)11;N.J.S.A. 52:27D-192) File also includes application and certificate of Smoke Detector, Carbon Monoxide Alarm, and Kitchen Fire Extinguisher						7 Years		Destroy	(N.J.A.C. 5:71-3.7(b)11;N.J.S.A. 52:27D-192) (NJAC 50:70-2.3, NJSA 52:27D-198.1)
Inspection Report File										
0042-0001	Inspection Report File - Annual --- Inspection file detailing a property including hazards, smoke detectors, and protection. Report serves as a record of inspection.	X					7 Years		Destroy	(N.J.A.C. 5:71-3.7(b)1; N.J.S.A. 52:27D-192)
0042-0002	Inspection Report File - Quarterly --- Inspection file detailing a property including hazards, smoke detectors, and protection. Report serves as a record of inspection.						3 Years		Destroy	(N.J.A.C. 5:71-3.7(b)1; N.J.S.A. 52:27D-192)
Inspections of Combustibles - Chemical and Flammable										
0043-0000	Inspections of Combustibles - Chemical and Flammable						7 Years Life of the structure		Destroy	
Investigations of Fires and Alarms										
0044-0000	Investigations of Fires and Alarms						7 Years		Destroy	
Local Enforcing Agency Report File										
0045-0001	Local Enforcing Agency Report File - Annual --- Contains narrative and/or statistical activity that occurred during the year.		X				Permanent		Retain at Agency	(N.J.A.C. 5:71-3.7(a))
0045-0002	Local Enforcing Agency Report File - Quarterly and Monthly						3 Years		Destroy	
0045-0003	Local Enforcing Agency Report File - Daily						1 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0047-0000	Notice of Imminent Hazard and Orders to Take Corrective Action File --- A notice issued upon inspection detailing a violation that is a hazard. A written order is issued stating that the building be vacated, closed or removed or the violation be corrected.						7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)7; N.J.S.A. 52:27D-192)
0048-0000	Notice of Violation and Order to Correct File --- A notice issued upon inspection detailing a violation requiring corrective action by the owner. File also includes a written statement of the owner's right to appeal.						7 Years After compliance with recommendations		Destroy	((N.J.A.C. 5:71-3.7(b)2; N.J.S.A. 52:27D-207)
0049-0000	Occupant Load Sign --- A sign posted listing the total number of occupants safely allowed within the structure.						7 Years After invalid		Destroy	(N.J.A.C. 5:71-3.7(b)14)
0050-0000	Order to Pay Penalty and Abate Violation --- Payment penalty order given to a structure owner who has neither paid the violation nor abated it.						7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)4; N.J.S.A. 52:27D-192)
0051-0000	Order to Pay Penalty/Recurring Violation --- Payment penalty order given to a structure owner who has been cited for repeating the same violation they were cited for two years prior.						7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)6; N.J.S.A. 52:27D-192)
0052-0000	Orders - Director and Chief --- Contains policy and procedure orders that pertain to the entire department.		X				Permanent		Retain at Agency	
0053-0000	Orders - General --- Contains routine orders that pertain to individual companies.						As updated		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0054-0000	Outside Fire District Runs - State, County, City						6 Years		Destroy	
0055-0000	Personnel Training File - Firefighter/Emergency Services --- Personnel and training file that may contain but is not limited to the following: Fire Academy Training Records, Emergency Scene Mitigation Training, Fire Suppression Training, Fire Prevention Training, Fire Service Training, and Management/Supervision Training.						10 Years From separation from organization		Destroy	
0056-0000	Property Listings With Installed Security Systems						6 Years As updated		Destroy	
0057-0000	Public Safety Answering Points (PSAP) File --- File includes: 9-1-1 tape recordings, documents related to 9-1-1 calls, and PSAP call-takers and substitute call-takers listing.						31 Days		Destroy	(N.J.A.C. 13:81-24)
0058-0000	Punitive Closing Order --- An order for a building to be closed due to hazardous conditions until a Certificate of Continued Occupancy be obtained by the owner.						7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)8; N.J.S.A. 52:27D-209)
0059-0000	Radio Log						3 Years		Destroy	
0060-0000	Radio Tape Recordings of Dispatches						31 Days		Destroy	
0061-0000	Request for Time Extension - Fire Code Violation --- A request to the enforcing agency for an extension to correct a fire code violation.						7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)5; N.J.S.A. 52:27D-192)
0062-0000	Roll Call - Daily						6 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Runs Report File									
0063-0001	Runs Report File - Annual --- Fire response reports compiled for submission to the National Fire Reporting System (NFRS).		X				Permanent		Retain at Agency	
0063-0002	Runs Report File - Monthly, Weekly and Daily --- Fire response reports compiled for submission to the National Fire Reporting System (NFRS).						3 Years		Destroy	
0064-0000	School District Facility/Inspections File						23 Years		Destroy	
0065-0000	Sprinkler System Reports						7 Years As updated		Destroy	
0066-0000	Station Maintenance Cost Records						6 Years		Destroy	
0067-0000	Street Barricades - After Hours Situation						1 Years		Destroy	
0068-0000	Variance Request --- An application from a property owner requesting a variance from the Uniform Fire Code.						7 Years		Destroy	(N.J.A.C. 5:71-3.7(b)10; N.J.S.A. 52:27D-200)
0069-0000	Verification/Update Request - Fire Safety Registration --- Used as an addendum for updates to the initial Fire Safety Registration Form for business owners.						3 Years After failure to renew; provided all violations have been corrected		Destroy	(N.J.A.C. 5:71-3.7(a); N.J.S.A. 52:27D-201)