



Rogers Fire Department Standard Operating Procedures

Policy Title:	Records Retention		
Policy Number:	163	Volume:	Administration
Approved By:	Tom Jenkins	Last Updated:	May 2015
CFAI Reference:	5G.6, 8B.5	CAAS Reference:	103.04.01
Revision Summary:	Created – February 2012 Formatted – May 2012 Updated – May 2015 (City Policy on Records Management)		

PURPOSE

The purpose of this policy is to ensure that all records are retained in accordance with the Arkansas Record Retention Law.

POLICY

The following table displays the length of time that records shall be kept:

Type	Length (years)
Fire Protection Shop Drawings	Life of Building
Business/Building Inspection Reports	Life of Building
Plan Review Forms	Life of Building
Fire Investigation Reports	10
Notice/Citation Issued to an Individual	4 §16-10-211
Citizen's Compliant on Occupancy	3
Permit	4
EMS Patient Care Report	7
Dispatch Records	Life
Financial Records	7 §14-59-114
Vehicle and Equipment Maintenance Records	7
Accreditation and Performance Records	Life
Unusual Incident Report Forms	25
Unsafe Incident or Accident Investigation Records	Life
Compliance Program Documentation	10 Years
Employee Health Records	Life
Customer Comments	5 Years
Training Records	Life
Certification and Credentialing Records	Employee Tenure

Whenever possible all documents shall be submitted in or converted to an electronic format. The standard for formatting shall be portable document format (.pdf) unless otherwise approved by a member Fire Prevention Division Staff or the EMS Captain (as appropriate). Fire Prevention-related documents shall be uploaded to Firehouse RMS as they become available in an electronic format.