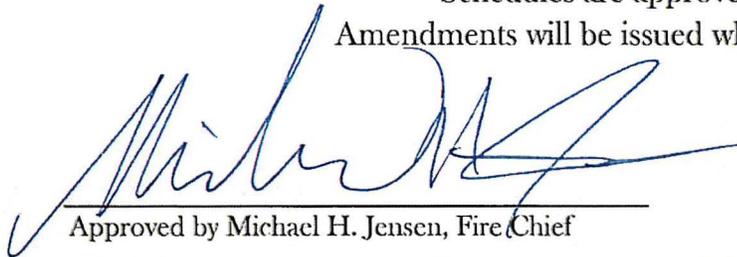


Record Retention Schedule



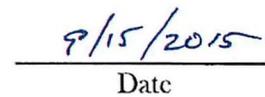
Subject to amendment as the State General Schedules are approved.

Amendments will be issued when made.


Approved by Michael H. Jensen, Fire Chief


Date


Approved as to form, Karl Hendrickson, Chief Legal Officer


Date

2015 Record Retention Schedule



Schedule	Section/Type	Revision Date
Schedule 1	Accounting Records	9/13/2015
Schedule 2	Administrative	9/13/2015
Schedule 3	Attorney Records	9/13/2015
Schedule 4	Budget Records	9/13/2015
Schedule 5	Communications	9/13/2015
Schedule 6	Compliance/Records Management	9/13/2015
Schedule 7	Construction and Building Maintenance Records	9/13/2015
Schedule 8	Emergency Operations	9/13/2015
Schedule 9	Fire Prevention	9/13/2015
Schedule 10	Fire/EMS/Training	9/13/2015
Schedule 11	Fixed/Capital Assets Records	9/13/2015
Schedule 12	Human Resource	9/13/2015
Schedule 13	Information Technology	9/13/2015
Schedule 14	Investigations	9/13/2015
Schedule 15	Logistics and Maintenance	9/13/2015
Schedule 16	Payroll	9/13/2015
Schedule 17	Public Relations	9/13/2015
Schedule 18	Purchasing/Lease Records	9/13/2015
Schedule 19	Risk Management	9/13/2015
Schedule 20	USAR/Wildland	9/13/2015

***Records subject to a litigation hold will be retained until released by the UFA Chief Legal Officer or designee.**

Definition: SG: An approved State General Schedule

Schedule 1
Accounting/Financial Records

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Accounts Payable	These records are used to pay UFA bills. They may include copies of checks or stubs, invoices, purchase orders, material request forms, and purchase card paperwork. May also include correspondence and refund reports.	4 years from the date paid	Primary: Public	UFA 1-001 MUN 5-1
Accounts Receivable	They may include invoices, statements, and other documents prepared to collect amounts owed by vendors, organizations, and citizens doing business with UFA.	4 years from the date paid	Primary: Public	UFA 1-002 SG 7-2
Annual Financial Reports	These are statistical reports on the financial status of UFA.	Permanent	Primary: Public	UFA 1-003 SG 1-25
Audit Reports	These are reports prepared by external auditors examining and verifying the financial activities for the year. May include financial statements, opinions, compliance statements, and recommendations.	Permanent	Primary: Public	UFA 1-004 SG 7-7
Bank Deposit Ledger	They include amounts, description of transaction, date, name of bank, and account number.	4 years from the date of deposit	Primary: Public	UFA 1-005
Bank Statements	These are monthly statements showing amount of money including the date, name of bank, total deposit, withdrawals, and cash balance with any applicable interest.	4 years	Primary: Public Secondary: Private	UFA 1-006 SG 7-9
General Ledger and Journal Entry Records	These are summaries showing the amount of receipts from, and disbursements of, each division. May also include documentation from subsidiary ledgers to general ledger and accounting adjustments in the form of general entries.	10 years	Primary: Public	UFA 1-007 SG 7-25 and SG 7-52
Interdepartmental Billings	These are accounting documents that request the transfer of funds between divisions for services rendered or materials purchased.	3 years	Primary: Public	UFA 1-008

Schedule 1
Accounting/Financial Records

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Petty Cash Records	Records which verify all monies received or expended through a petty cash account.	3 years	Primary: Public	UFA 1-009 SG 7-33
Receipts and Receipt Book	These are receipts issued for money received from all sources, includes date of payment, division, or fund to which money belongs, receipt number and amount paid.	4 years	Primary: Public	UFA 1-010 SG 7-17 and 7-13
Subsidiary Ledger and Journal Files	These are account records showing details of daily receipts and expenditures such as deposit payment amount, date, payee, purpose, fund credited or debited, and check number. They are used to provide back-up documentation to general ledger.	4 years	Primary: Public	UFA 1-011
Travel Reimbursement Files	These files contain records relating to the reimbursement of employees for authorized travel. They may include travel requests, per diem vouchers, transportation request, hotel reservations, and all supporting documentation.	4 years	Primary: Public Secondary: Private UCA 63G-2- 302(1)(f) (2008)	UFA 1-012 SG 7-44

**Schedule 2
Administrative Records**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Designated Classification</i>	<i>Schedule#</i>
Correspondence Transitory	Incoming and outgoing correspondence, regardless of format or mode of transmission, related to matters of short term interest. Transmittal correspondence between individuals, departments, or external parties containing no final contractual, financial or policy information. This correspondence does not impact UFA functions. When resolved, there is no further use or purpose.	Retain until administrative need ends	Primary: Public	UFA 2-005 SG 1-62
Executive Correspondence	Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of UFA. These records document executive decisions made regarding UFA interests by executive decision makers, UFA Board, and the Fire Chief.	Permanent	Primary: Public	UFA 2-006 SG 1-61 (5/14)
Histories-Scrapbooks	These are a chronological record of the activities of the UFA or individual divisions. They include photographs, newspaper clippings, flyers, program notes, brochures, and other items pertaining to UFA activities.	Permanent	Primary: Public	UFA 2-200 SG 1-76
Histories-UFA	These are published or unpublished histories written on the UFA or the UFSA and funded by the UFA or SLVFS. They may include title, author, date written, and historical narrative.	Permanent	Primary: Public	UFA 2-201 SG 1-76
Internal Committee Records	These records document actions of an internal staff committee handling problems within UFA. These committees do not make policy. The records usually include agenda, internal memoranda, notes, and informal minutes.	2 years then destroy	Primary: Public	UFA 2-007 SG 1-17

**Schedule 2
Administrative Records**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Designated Classification</i>	<i>Schedule#</i>
Activity Reports	Reports documenting work productivity. They include daily, weekly, or monthly activity reports or the weekly update.	1 year or until administrative need ends, whichever is first and then destroy	Primary: Public	UFA 2-001 SG 1-48
Administrative Correspondence	Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, created in the course of administering agency functions and programs. Administrative correspondence documents work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is related to a core function with an associated retention schedule should follow the associated schedule. *Memos will fall under this classification.	7 years	Primary: Public	UFA 2-002 SG 1-63
Annual Reports (Publications)	These are reports on program activities and accomplishments of UFA and its divisions for the previous year. They may include statistics, narrative reports, graphs, and diagrams.	Permanent	Primary: Public	UFA 2-003 SG 1-25
Closed Meeting Recordings	Recordings are required for the closed portion of meetings of a public body, except as provided by statute. The recording is the official record of a closed meeting (Utah Code 52-4-206(1)(a) and (2)(2014)).	Permanent	Primary: Protected 63G-2-305(32)	UFA 2-004 SG 1-60

**Schedule 2
Administrative Records**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Designated Classification</i>	<i>Schedule#</i>
Management Analysis and Feasibility Study	Studies and system analyses conducted before program change, the purchase, installation, or replacement of any technology or equipment. May include studies and systems analyses for the initial establishment, major changes for program, equipment, or technology changes. This includes feasibility studies for agencies wanting to contract with UFA or join the District.	Permanent per CLO	Primary: Protected UCA 63G-2-305 (11) (2012).	UFA 2-008 SG 1-10
Open Meeting Minutes and Public Materials	Approved minutes of an open meeting are the official record of the meeting of a public body. Contained in or with the minutes shall be the substance of all matters proposed, discussed or decided and votes taken (Utah Code 52-4-203(2014)). This includes the agenda, notices, and any public materials distributed at the meeting.	Permanent	Primary: Public	UFA 2-009 SG 1-59
Open Meeting Recordings	Audio or video recordings document what transpired in open meetings of public bodies and are the official record of the meeting until the meeting minutes are approved (Utah Code 52-4-203(2014)).	3 years after official written minutes are approved	Primary: Public	UFA 2-010 SG 1-65
Operational Policy and Procedure Records	These records document implementation of official policies and procedures. They govern day to day operations and routine business functions.	Retain until superseded	Primary: Public	UFA 2-011 SG 1-71
Organic Documents and Board Administrative Policies	These are records critical to the existence of the organization, including the constitution and bylaws of governing/advisory boards. They usually include date of adoption and amendments, description and purpose of the board, membership, description and responsibilities of board's position, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules (e.g., Robert's Rules of Order, etc.).	Permanent	Primary: Public	UFA 2-012 SG 1-76
Policy and Procedures	These records are created by executive decision makers to document the dissemination of UFA programs, policies and procedures. (2/15)	Permanent	Primary: Public	UFA 2-013 SG 1-70

**Schedule 2
Administrative Records**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Designated Classification</i>	<i>Schedule#</i>
Public Relations- Press Release	These files contain a copy of each prepared statement or announcement issued by the Fire Chief or Board for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.	Permanent	Primary: Public	UFA 2-014 SG 1-69
Publications	Any record, regardless of format, that is issued by a governmental entity for public distribution at the total or partial expense of that governmental entity. See Utah Code Section 9-7-101 8(a)(b) (2010) and 9-7-208 (2006).	Permanent	Primary: Public	UFA 2-015 SG 1-25
Working Files	These records contain unique information in rough notes or drafts assembled or created and used to prepare or analyze other documents. The information adds proper understanding to the formulation and execution of policies, decisions, actions, or responsibilities.	1 year after project closed	Primary: Public	UFA-2-016 SG 1-33

**Schedule 3
Attorney Records**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Claim Files	These files contain petitions claiming damages caused by UFA employees and/or equipment. They are used to determine liability. These files include petitions, correspondence and police reports if applicable.	6 years provided no imminent or pending litigation (If a minor involved, until said minor is 22 years old)	Primary: Protected Secondary: Public	UFA 3-001
Formal Legal Opinions	These are the formal legal opinions written by UFA attorney in response to requests received from various divisions in the course of business. They are necessary to maintain consistency of opinion in related matters. They show date of opinion, advice or opinion, and name of requesting division.	Permanent	Primary: Public	UFA 3-002 SG 1-75
General Opinions	Copies of legal interpretations written at the request of a division asking for guidance in enforcing, obeying, and/or interpretation of the law. The Chief Legal Officer maintains the record copy of all official opinions.	Retain until administrative need ends	Primary: Public Secondary Protected	UFA 3-003 SG 1-74
Routine Lawsuit Case Files	These are case files for routine lawsuits filed by UFA and those filed against UFA. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.	7 years after case is closed	Primary: Protected Secondary: Public	UFA 3-004
Significant Lawsuit Case Files	These are case files for significant lawsuits filed by UFA and those filed against UFA. They are used in pleading cases in court and later for research purposes. They contain various court pleadings, research material, and attorneys' notes.	Permanent	Primary: Protected Secondary: Public	UFA 3-005

**Schedule 4
Budget Records**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Annual Budget	The budget is a plan of financial operations for a fiscal year, which embodies estimates of proposed expenditures for given purposes and the proposed revenue.	Permanent	Primary: Public	UFA 4-001 SG 2-2
Budget Apportionment Records	These are apportionment and reapportionment schedules which propose quarterly obligations under each authorized appropriation.	3 years	Primary: Public Secondary: Private UCA 63G-2-302(1)(e) (2012)	UFA 4-002 SG 2-5
Budget Background Records	These files contain working papers used to assist in the preparation of UFA budgets and to justify budget requests presented to the board. Includes divisional budget requests, work-up sheets, cost estimates, and rough data accumulated in the preparation of annual budget estimates, related correspondence, and documentation for approval of final budget.	3 years	Primary: Public Secondary: Private UCA 63G-2-302(1)(e) (2012)	UFA 4-003 SG 2-6
Budget Estimates, Justification Files, and Tentative Budget Files	These are copies of budget estimates and justifications prepared or consolidated in formally organized budget proposals. Included are appropriation sheets, narrative statements, and related schedules and data.	3 years	Primary: Public Secondary: Private: UCA 63G-2-302(1)(e) (2012)	UFA 4-004 SG 2-7
Grant Control Files	Control files that may include registers, logs, or other records relating to control of assigning numbers or identifying projects, applications, and grants.	Retain until superseded or obsolete	Primary: Public	UFA 4-101 SG 2-10

**Schedule 4
Budget Records**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Grant Files	These are files on monetary grants received including State and Federal. Includes application, contract agreement, annual and final performance reports.	7 years after completion of all applicable audits- Per UFA CLO	Primary: Public	UFA 4-102
Grant Files/Application-Unsuccessful	These files document the rejection or withdrawal from a grant. They include memoranda, correspondence, and other records related to the decision.	1 year after rejection or withdrawal	Primary: Public	UFA 4-103 SG 2-12
Periodic Budget Reports	Monthly or routine reports on the status of UFA appropriation accounts and apportionment, excluding Annual Budget Reports.	3 years after the close of the fiscal year	Primary: Public	UFA 4-005 SG 2-11

Schedule 5 Communications

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
			Primary:	UFA 5-001
			Primary:	UFA 5-002
			Primary:	UFA 5-003
			Primary:	UFA 5-004
			Primary:	UFA 5-005

....For Future Use....
 At this time, no unique record retention
 schedule pertains to this Division

Schedule 6 Compliance

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Contracts-Non Vendor	These files contain non-vendor contracts. They contain the contract and any related correspondence.	6 years after the contract expires	Primary: Public	UFA 6-001 SG 13-8
EMS Billing- Referred to as (PCR) BILLING	These are billings for transporting patients treated by Emergency Medical Services (EMS) personnel. Patients are billed ambulance costs for transporting to hospital facilities. They include account number, incident number, service date and time, patient information, insurance information, next of kin information, information on responsible party, services provided and charges, signature authorizing insurance payments.	10 years-per CLO	Primary: Private	UFA 6-002
EMS Reports- Referred to as Patient Care Reports (PCR)	These report forms record both statistical and patient information on all Emergency Medical Services (EMS) calls received by UFA. They serve as the medical chart for all persons treated by UFA.	Until patient turns 22 or 10 years, whichever is longer	Primary: Private	UFA 6-003
EMS-Wildland Patient Report	These are records documenting patient care as a single resource with the Federal Wildland Program, when we administer UFA medications. This record is in addition to the federal required report retained by the Federal Government. Medical Division will maintain records for the first two years, then it will be stored by Compliance.	Until patient turns 22 or 10 years, whichever is longer	Primary: Private	UFA 6-004
Fire Incident Reports	These reports document each dispatched fire run. They are used for budget planning, summary reports, and litigation. They include identification number, incident number, alarm time, arrival time, incident type, action taken, cause of fire, address, names of occupant and owner, telephone number, vehicles and crews responding, incident-related injuries or death information, name of officer in charge, and name and position of person completing report.	6 years	Primary: Public Secondary: Private	UFA 6-005
GRAMA- Record Destruction Files	Records the destruction of UFA's records.	7 years after destruction of records	Primary: Public	UFA 6-006 SG 1-38

**Schedule 6
Compliance**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
GRAMA-Requests and Appeal Case Files	These records are access requests as provided under the Government Records Access and Management Act (GRAMA) (Utah Code 63G-2-204(2011)). Included with the access requests are any notices of denial, appeals or any other records related to the request. This schedule excludes record access requests appealed to a local appeals board.	2 years after all appeals are exhausted (6/14)	Primary: Public	UFA 6-007 SG 1-64
HIPAA Compliance Training Records (Non-Medical Records)	These files include HIPAA Compliance Training records for staff members.	6 years from when the training took place	Primary: Public	UFA 6-008
HIPAA Compliance (Non-Medical Records)	These files include any received privacy or security complaints, requests for access, amendments, restrictions, patient accounting logs.	6 years from when the document is created, unless a longer period applies	Primary: Private	UFA 6-009
HIPAA Employee Confidentiality Agreements & Acknowledgments of Receiving HIPAA Policies & Training	This agreement is signed by the employee and maintained by compliance stating that the employee will not disclose Protected Health Information, unless permitted by law. In addition, these files include the employees acknowledgment of receiving the HIPAA policies & Training.	6 years from end of employment	Primary: Public	UFA 6-010

Schedule 6 Compliance

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Indemnification Agreements (Hold Harmless)	These agreements involve the assumption of liability through contractual agreement. A party intending to use, ride in, or otherwise occupy government property, agrees to eliminate any liability on the part of the governmental entity in the event that any accident of injury occurs while they are using, riding in, or occupying government property. An example is a "hold harmless agreement" which passengers fill out when they ride along with fire crews.	6 years for agreements containing HIPAA paperwork, other hold harmless retain 2 years	Primary: Public Secondary: Private	UFA 6-011
Information Governance Records	Records used in establishing and implementing records management policies, practices, and procedures. Included are inventories, finding aids, and related information.	Retain until superseded or until the lifespan of the related record is met	Primary- Public	UFA 6-012 SG 1-66
Interlocal Agreements	These are agreements between UFA, the County, and Municipalities to provide services. They include date, city's name, provisions of the agreement, payments to be made, and signatures of the city and county representatives	6 years after the agreement expires	Primary- Public	UFA 6-013

Schedule 7
UFA/UFSA Construction Maintenance

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Americans with Disabilities Act Records/State Anti Discrimination Requirements	These records document compliance with the Americans with Disabilities Act (ADA). They include surveys of UFA buildings to determine accessibility for the physically handicapped, Federal or State regulations, proposals for implementing legal requirements, correspondence, resolutions, and solutions to relevant issues.	15 years	Primary: Public	UFA 7-001 SG 6-12
Building and Grounds Maintenance	This log records all repairs made to UFA buildings and grounds. It is used to verify that repairs were made.	3 years after completion of repairs	Primary: Public	UFA 7-002 SG 6-3
Construction Project Files for UFA/UFSA	These project files document the planning, design, and construction of UFA/UFSA owned facilities, structures or systems. They are also used for budget planning and litigation research. They include correspondence, copies of agreements, engineer's personal notes, guarantees and warranties, testing reports, reports (daily, weekly, monthly), and permits. Includes as built, for UFA/UFSA facilities.	Permanent	Primary- Public Secondary- Protected UCA 63G-2-305 (11) and UCA 63G-2-305 (22)	UFA 7-003 SG 6-6
Feasibility Study	These are studies conducted before the installation of any significant technology or equipment. They include specific studies and system analyses for the initial establishment and major changes to the system.	5 years after the completion of the study	Primary- Public Secondary- Protected	UFA 7-004 SG 1-10
Work Orders	These are authorization forms for repair or maintenance work on UFA owned facilities or structures.	3 years after completion of repairs	Primary: Public	UFA 7-005 SG 6-8

**Schedule 8
Emergency Operations**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Disaster Planning Files	Disaster plans for records and office operations ensure that essential government functions continue to be performed following natural disasters, accidents, technical, or attack related emergencies. Information includes plans for restoring operations and protecting facilities and resources. Disaster recovery training materials may be included.	Retain until superseded by a new plan	Primary: Public Private: 63G-2-302(1)(g) (2014) Protected: 63G-2-305(11) (2014)	UFA 8-001 SG 16-18
Natural Disaster and Damage Survey of UFA/UFA	Survey and analysis of damage done to public buildings during natural disasters.	Permanent	Primary: Public	UFA 8-002 SG 6-9
Surveillance Videos	These records consist of surveillance videos used by UFA to record activity. The surveillance may occur in UFA buildings.	Retain until administrative need ends, provided there is no pending investigation	Primary: Protected	UFA 8-003 SG 16-17
TIER II Reporting Forms	Hazardous material storage documents.	5 years per FM	Primary: Public	UFA 8-004
Visitor Records	Records documenting visits to UFA, usage of materials, and other information about the public's contact with government. Information may include name, purpose, and identification (Private).	6 months	Primary: Public Secondary: Private	UFA 8-005 SG 1-52

**Schedule 9
Fire Prevention**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Above Storage Tank/Underground Storage Tank (AST/UST) Installation or Removal & Annual Inspections	These are applications from individuals or businesses requesting to store flammable or combustible liquids. Permits are issued after tank inspection and approval. Includes application form, permit, sketch diagram, dimensions, and inspection report.	6 years after tank is removed per State requirement	Primary: Public	UFA 9-001
Fire Clearance Certificates	These are yearly certificates of fire clearance that include the business name, address, phone number, and signature. (form no longer used, maintain until end of lifecycle).	Retain for 5 years from date of issuance	Primary: Public	UFA 9-002
Fire Inspection	This would cover business/commercial inspections, state licensed occupancies, and any other fire inspection not covered in the other categories. Determine compliance to fire codes for fire prevention purposes. Includes inspections, testing records, plans, variances. correspondence, notice of violation, and citations. Includes businesses, day care centers, hospitals, rehabilitation center, apartments, and may include large residences.	5 years	Primary: Public Secondary: Private UCA 63G-2-302	UFA 9-003
Hydrant Maintenance Inventory Files	These inventories document the maintenance of fire hydrants. They are used to locate fire hydrants and to verify annual inspections which document they are functioning properly. They include location, notations, and dates of annual inspections, indicating physical characteristics, operation, flow check, pressure, and leakage.	2 years	Primary: Public	UFA 9-004

**Schedule 9
Fire Prevention**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Operational/ Construction Applications, Permits, & Inspections	This covers fire suppression and alarm applications, permits, and installation, Hazardous Materials, tents, fireworks, etc. These are records documenting locations and type of content of hazardous materials. Files are on both open and closed files and may include drawings, inventory, maps, and data on hazardous materials. Also, temporary stands and other individuals requesting permission to set off fireworks. Includes inspection, permit information, and proof of insurance.	5 years per FM	Primary: Public	UFA 9-005
Preliminary Plans and Specifications	These records are related to the plans and specifications of approved and constructed facilities, road or bridges. Information may include preliminary designs, specifications, planning, surveys, analysis, renovation, preservation and construction. This also includes water supply and site review and approval.	5 years UFA-Per CLO	Primary: Public	UFA 9-006 SG 6-13

**Schedule 10
Fire/EMS Training**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
EMS-Maintenance Records of Emergency Medical Equipment	These are crew maintenance records for all UFA emergency medical equipment. They are used to verify that UFA Medical equipment has had regular maintenance. They include copies of maintenance schedules, test protocols, equipment inventory, performance test records, repair records, parts used, and service reports.	1 year after the equipment is replaced	Primary: Public	UFA 10-001
EMS-Narcotics Logs	These logs track daily checks of narcotics on the rescue apparatus and station safes.	Per DEA 2 years from date- CLO Approved	Primary:	UFA 10-002
EMS-Paramedic and Emergency Medical Technician Certification Course	<p>The Course Coordinator must maintain the following records:</p> <ol style="list-style-type: none"> 1. Copies of the student's application form (original must be submitted to BEMS), Declaration of Understanding, Acknowledgement of Bureau Policies and Procedures. 2. Records of daily attendance and performance for each lesson. Including date, total hours, subject, module, lesson, and objectives covered. 3. Results and content of evaluation and counseling sessions, including remediation forms as necessary. Comments, as appropriate, regarding the need for: improvement of skills, knowledge, attitude, or personal habits. 4. Grades for each written examination and completed checklists for each skill evaluation. 5. Practical Training Record forms for each student, indicating all training is completed and competency in all the skills outlined in the TTGs and the psychomotor objectives of the NES has been demonstrated. 6. Instructor performance evaluations from the Course Coordinator and quality improvement surveys from the students for each instructor. This may also include the course evaluations. 7. Documentation that each student completed the required clinical experience (see clinical requirements), including the description of the clinical and field rotations (prehospital experience). <p align="center">Cont. Next Page</p>	7 Years from the completion of the school. Original application sent to BEMS (Utah Bureau of EMS)	Primary: Private	UFA 10-003

**Schedule 10
Fire/EMS Training**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
EMS-Paramedic and Emergency Medical Technician Certification Course Cont....	8. Completed assessment logs and copies of any formal letters sent to BEMS. 9. The final course schedule including all revisions and showing how the course was actually conducted including a roster of all EMS Instructors, stating full name and EMS number with the number of hours, subject(s), and date(s) taught. 10. Results of the TB tests. 11. An ongoing roster of all EMS Instructors, stating full name and EMS number with the course number, number of hours, subject(s), and date(s) taught. 12. Completed recommendation and non-recommendation letters on file.	7 Years from the completion of the school. Original application sent to BEMS (Utah Bureau of EMS)	Primary: Private	UFA 10-003
EMS-Paramedic and Emergency Medical Technician Grades and Transcripts	Files containing official documentation listing student's courses, grades, college credits earned, and status achieved. Often referred to as a transcript.	Permanent	Primary: Private	UFA 10-004
EMS-Training Records Medical	These files contain documentation of continuing medical education (CME) for Emergency Medical Technicians and Paramedics. Includes test results, worksheets, and other information pertaining to certification. The actual training certificates and transcripts are filed in individual personnel files.	7 years after completion of training	Primary: Private	UFA 10-005
Fire-Certification Grades and Transcripts	Files containing official documentation listing student's courses, grades, college credits earned, and status achieved. Often referred to as a transcript.	Permanent	Primary: Private	UFA 10-100
Fire-Training Records	These records are used for both external and internal purposes to verify fire and management training for certification and recertification. Includes testing materials, questions, results, other training materials. The actual training certificates and transcripts are filed in individual personnel files.	7 years after completion of training	Primary: Private	UFA 10-101

**Schedule 10
Fire/EMS Training**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Training-Course Announcement Files	These are informational files on UFA employee training opportunities. They are used for reference purposes. They include pamphlets, notices, catalogs, and other records that provide information on courses or programs offered to UFA employees by government agencies or non-governmental organizations.	Retain until superseded or obsolete	Primary: Public	UFA 10-200
Training-Participation Records	List of employees and the training they have received. It is also used for ISO Compliance. Maintained by paper or electronic database.	7 years after termination of employment	Primary: Public	UFA 10-201
Training-Records (Other)	These files document course availability and UFA employee participation in training programs sponsored by the UFA, other government agencies, and non-governmental institutions. They include correspondence, reports, participant lists, and other items. The actual training certificates and transcripts are filed in individual personnel files.	7 years	Primary: Public	UFA 10-202
Training-Teaching Aids Training Records (All Divisions)	These are records of teaching aids which include manuals, syllabi, textbooks, and other training aids developed by the UFA.	Permanent. Retain training aids created by UFA; retain training aids from other agencies or private institutions until obsolete or superseded	Primary: Public	UFA 10-203

Schedule 11
Fixed Capital Assets

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Annual Fixed Asset Lists	These are listings of all UFA property (buildings and real estate), vehicles, equipment, and furniture. Includes description, cost, date purchased, location, name of vendor, and depreciation.	10 years	Primary: Public	UFA 11-100
Disposition Records	These are either records completed by UFA, when UFA's property is disposed of either by public auction, competitive bidding, or destruction. Includes date, division, name, description of item, value, disposition method, and reason, condition, and approval signature.	3 years after disposition of property	Primary: Public	UFA 11-101
Fixed Asset Inventory Files	These records are used to track and control capital outlay such as office equipment and other fixed assets including tools, machinery, and other large equipment.	2 years	Primary: Public	UFA 11-102 SG 7-27
Surplus Property Files	These files document the sale of surplus UFA property. Includes invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.	6 years after final payment	Primary: Public	UFA 11-103 SG 14-4

**Schedule 12
Human Resource**

INFORMATION RELATED TO AT RISK EMPLOYEES CURRENT OR FORMER MAY BE CLASSIFIED AS PRIVATE PURSUANT TO 63G-2-303

Record Title	Description	Retention	Suggested Designation	Schedule#
ADA Requests for Accommodation or State Anti-discrimination Requests	Requests made by an employee for disability, or other accommodations. Information includes medical data about the requestor, accommodations made, denials, appeals, and any other information about accommodation requests from applicants, employees, and volunteers.	5 years after termination, retirement, or reasonable accommodation, whichever is first	Protected: UCA 63G-2-305 (2012).	UFA 12-001 SG 11-58
Complaint Investigation Records	Initial documentation of complaints that result in an investigation, but do not result in disciplinary action.	7 years after end of employment or case closed whichever is greater. (7/15)	Protected	UFA 12-002 SG 11-66
Conflict of Interest Records	Conflict of interest documentation concerning any employment or activity outside UFA employment that may or may not present a conflict of interest.	Place in Personnel File	Primary: Private Secondary: Public UCA 63G-2-301(1)(b) (2012)	UFA 12-003 SG 11-6
Drug Testing - Negative Results	This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees, the results of which are found to be negative. The records contain the name, date, type of test, substance for which the medical facility tested and test results.	1 year after test resolution or litigation of any action related to the test	Primary: Private	UFA 12-004 SG 11-56

**Schedule 12
Human Resource**

INFORMATION RELATED TO AT RISK EMPLOYEES CURRENT OR FORMER MAY BE CLASSIFIED AS PRIVATE PURSUANT TO 63G-2-303

Drug Testing-Positive Results	This screening test is used as a pre-employment screen, post accident screen, and for random screening of employees. If test is positive, employment offer is withdrawn or disciplinary action is taken for employees. The records contain the name, date, type of test, substance for which the medical facility tested and test results.	5 years	Primary: Private	UFA 12-005 SG 11-55
Employee Assistance Program Files	Records documenting the frequency and other statistical information relating to the number of employees using the Employee Assistance program (EAP) vendor. This record contains statistical reports submitted by the vendor, but does not contain names or other personal information on individual employees.	Retain until administrative need ends	Primary: Public	UFA 12-006 SG 11-8
Employee Health and Medical Records	These records document an employee's fitness for duty. Documentation for health-related leave is included. (FMLA)	7 years after end of employment (11/14)	Private: Utah Code 63G-2-302 (3)(a)(2014)	UFA 12-007 SG 11-65 (11/14)
Employment Application (Hired)	These are application forms completed by persons seeking employment with UFA, who were subsequently hired. This is filed in their personnel file.	Retain in personnel File	Primary: Private Secondary: Public	UFA 12-008
Employment Eligibility Records I-9	This form is required by the Immigration Reform and Control Act (IRCA) that requires that the Employee Eligibility Verification Form (INS Form I-9) be completed by the employer on new hires. These documents may be filed separate from the employee's personnel file for inspection during an audit from the USCIS or the Department of Labor.	Retain in personnel File	Primary: Private	UFA 12-009 SG 11-51
Equal Employment Opportunity (EEO) Program Files	Equal Employment Opportunity (EEO) Affirmative Action Plans (AAP) include both the agency copies of consolidated AAP's developed by the Department of Human Resource Management, and the agency feeder plans which are used to develop a larger affirmative action strategy.	7 years (2/06)	Primary: Public	UFA 12-010 SG 11-13

**Schedule 12
Human Resource**

INFORMATION RELATED TO AT RISK EMPLOYEES CURRENT OR FORMER MAY BE CLASSIFIED AS PRIVATE PURSUANT TO 63G-2-303

Equal Employment Opportunity (EEO) Reports	These reports are required to be filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provisions of Title VII and the Americans with Disabilities Act and Amendments. They include statistical information on employees hired, rehired, and terminated.	2 years	Primary: Public	UFA 12-011 SG 11-16
Grievance Records	Initial documentation responding to working condition grievances that result in any type of investigation for possible personnel or administrative action.	3 years after resolution and then destroy (8/15)	Primary: Private UCA 63G-2-302 (2)(a) (2014).	UFA 12-012 SG 11-64
Part-Time Employees Seasonal-Wildland	These records document employment of part-time and seasonal personnel (Non-benefitted). Includes qualifications & training (non-payroll records)	5 years after end of employment	Primary: Private: UCA 63G-2-302(1)(f) (2008). Secondary: Public: UCA 63G-2-301(1)(b) (2008)	UFA 12-013
Performance Plans and Evaluations	This information documents an employee's performance, including awards, performance plans, and evaluations.	7 years after end of employment	Primary: Private	UFA 12-014 SG 11-63 (11/14)
Personnel Files/Employee History Records	These files are the official employment files for UFA employees and usually include the original employment application, correspondence, credential files, letters of commendation, pay and leave history, work performance, training certificates, and evaluation forms.	Retain 65 years from date of employment or 7 years after death (11/14)	Primary: Private: UCA 63G-2-302(2)(a) (2014)	UFA 12-015 SG 11-62

**Schedule 12
Human Resource**

INFORMATION RELATED TO AT RISK EMPLOYEES CURRENT OR FORMER MAY BE CLASSIFIED AS PRIVATE PURSUANT TO 63G-2-303

Personnel Requisition and Analysis Files	These forms are used by UFA Divisions to fill vacant positions and to request new positions. The document includes position title, whether exempt or nonexempt, grade, step, classification, part or full-time, replacement or new position, reasons for replacement, requesting division, whether UFA employees will be considered for position, educational requirements, specialized training and experience required, and a section to be completed if requesting new positions (special functions, how those functions are currently being performed, why position is required, and signature of Division Chief).	5 years	Primary: Public	UFA 12-016 SG 11-37
Promotional Tests	These are tests taken by UFA employees to determine eligibility for promotion. They include correspondence, reports, notes, actual tests, answer keys, individual test scores, and results.	2 years	Primary: Protected Secondary: Private	UFA 12-017
Recruitment Files/Staff Acquisition	Records contain applications and resumes for employment, recruiter evaluations, testing and examination materials, scores, transcripts, certifications, licenses, hiring lists, correspondence, notes, reports, etc. relating to interviews with prospective employees. Files also include offers that are declined (offers accepted are maintained in the employee personnel file) and related documents.	3 years after hiring decision is made or until pending complaint or litigation is resolved	Primary: Private Secondary: Protected	UFA 12-018 SG 11-61 & SG 11-4
Salary Surveys	These are salary survey reports on various UFA positions. They are used to compare salary ranges, benefits, education, and required experience. They include positions, grades, salaries, benefits, education, and experience.	3 years or until position is resurveyed, whichever occurs first	Primary: Public Secondary: Private	UFA 12-019

**Schedule 13
Information Technology**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
IT Support Requests	Requests for IT Support	Retain until administrative need ends	Primary: Public	UFA 13-001 SG 5-3

Schedule 14
Investigative Records

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Evidence Records	These records document the use and location of items in evidence. They include tags on property and file card and may also include evidence release authorization cards.	5 years, if not part of an active investigation or prosecution	Primary: Protected	UFA 14-001 COG 16-18
Expunged Records	A person who has been convicted of a crime may petition the court for an order to expunge records of arrest, investigation, detention, or conviction (UCA 77-40-103) (2010). To "expunge" means to seal or otherwise restrict access to records held by the agency that relate to the petitioner's arrest, criminal investigation, detention, and conviction (UCA 77-40-102 (7))(2010). A successful petitioner is responsible for distributing the court order to all affected agencies, so the agency may seal the records. An expunged record includes the sealed records along with the court order.	Retain until record meets the same retention schedule before expunged	Exempt: UCA 77-40-109(6) (2010).	UFA 14-002
Fatal Fire Investigation Case Files	These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation. See also Investigation case files.	Permanent	Primary: Protected	UFA 14-003
Investigation Case Files	These case files document nonfatal fire investigations. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake investigation. See also "Fatal Fire Investigation Case Files."	10 years or end of any related litigation, whichever is greater	Primary: Protected	UFA 14-004
Investigation Reports	These reports are completed daily and monthly on all fire investigations. They are used for investigative purposes and for identifying trends in arson incidents. They include date and time of investigations, fires investigated, cause of fire, whether arrests or convictions are made, time spent in court and/or special investigations, training received, flammable liquid and hazardous chemical incidents, tank inspections, consultations, and any special assignments completed.	6 years and then destroy if annual report compiled. If annual report not compiled retain permanently.	Primary: Protected	UFA 14-005

**Schedule 14
Investigative Records**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
K-9 Records	Canine Evaluation Certifications, check-off evaluations, vaccination records, chip records, and any other veterinary health records.	3 years after death or transfer of ownership	Primary: Public	UFA 14-006

**Schedule 15
Logistics**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Aerial Testing	These records document external testing of ladder functions for each unit. Data includes information on rotation, elevation, operation, hydraulics, summary data and discrepancies. Includes a certificate of inspection on each unit tested.	3 years or the life of the equipment whichever is greater	Primary: Public	UFA 15-001
Air Pack Testing	These records document the air packs and test the regulators and their functionality. Includes flow tests, work orders to track repairs, and manages inventory.	Permanent per CLO	Primary: Public	UFA 15-002
Automobile Titles	Records which prove UFA ownership of the vehicle.	Retain until vehicle is sold and then transfer to buyer	Primary: Public	UFA 15-003 SG 9-1
Daily Vehicle Usage Reports	This is a report of all vehicle usage. It is used for both maintenance and planning purposes. Includes date, list of repairs needed and action taken, miles traveled, problems, and driver's name.	3 years	Primary: Public	UFA 15-004
Daily Work Logs	This daily log is maintained by each work crew to verify work completed. This log includes date, work order number, location, job requirements, date completed, equipment used.	2 years	Primary: Public	UFA 15-005
Equipment Maintenance and Repair Records	These are records of service repair and maintenance of UFA equipment, including office machines and furniture.	2 years	Primary: Public	UFA 15-006
Fit Test Records	These records document tests done on each firefighter's face mask for fitting to their individual needs. Tests are performed on an annual basis.	Permanent per CLO	Primary: Public	UFA 15-007
Fuel Records	These are logs, reports, or similar records documenting mileage, gasoline, oil, and diesel fuel used by the UFA vehicles.	2 years	Primary: Public	UFA 15-008

**Schedule 15
Logistics**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Hose Test	These reports record tests required by fire departments of all fire hoses. They are used to determine whether hoses are in good working condition. They include test date, date previously tested, apparatus number, hose diameter, conditions found, service date, defects corrected, and Officer's signature in charge of test.	3 years or the life of the equipment whichever greater	Primary: Public	UFA 15-009
Hydro Test Records	These tests are performed by an outside company, test compliance for air bottles. Includes the original purchase date, serial numbers, and testing data.	15 years	Primary: Public	UFA 15-010
Insurance Adjuster's Estimates	These are insurance adjusters' reports on repair estimates for UFA vehicles.	3 years	Primary: Public	UFA 15-011 SG 9-4
Mileage Certificates	These are certificates issued by the dealer/manufacturer certifying the mileage is accurate on each UFA purchased vehicle.	3 years	Primary: Public	UFA 15-012 SG 9-2
Pump Test Records	These files contain the results of tests conducted on pumping equipment. These annual tests are used to certify pumping capabilities and to check equipment for stability and endurance. They include apparatus number, date tested, station number, where tested, manufacturer's name and number, test results, time taken, and remarks.	3 years or the life of the equipment whichever greater	Primary: Public	UFA 15-013
Service Requests	These are requests for maintenance, service, or repair of vehicles, equipment, and buildings, received from any UFA Division.	6 months after maintenance is completed	Primary: Public	UFA 15-014
Vehicle Assignment Records	These are assignment logs, reports, authorizations, and similar records relating to the assignment and use of vehicles by UFA employees or officials.	1 year	Primary: Public	UFA 15-015

**Schedule 15
Logistics**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Vehicle Maintenance Records	These are daily maintenance records on all UFA vehicles. They are used to provide a maintenance history and include work order number, dates, maintenance performed, mileage of vehicle, problem type, driver's name, and action taken.	1 year after disposition of vehicle	Primary: Public	UFA 15-016
Vehicle Registration Certificates	These motor vehicle registration forms document UFA ownership of vehicle.	Retain until vehicle is transferred or sold	Primary: Public	UFA 15-017 SG 9-11
Work Orders	These are authorization forms for repair or maintenance work on UFA vehicles or equipment.	3 years	Primary: Public	UFA 15-018 SG 9-12

**Schedule 16
Payroll**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Employee Earnings History Files	These files are a cumulative salary history for individual UFA employees. They contain the name and address of each employee, name of division and position, social security number, date of birth, date employed, earnings and deductions by pay period, gross earnings year-to-date, net pay, and check number. These files are considered to be the most important payroll record for retirement purposes. In addition, this includes copies of Utah Retirement System (URS) payments made on behalf of UFA employee.	Retain for 65 years (7/15)	Primary-Private: UCA 63G-2-302(1) (2012). Secondary-Public: UCA 63G-2-301(1)(b) (2012)	UFA 16-001 SG 10-32
Leave Requests-Vacation draw	Vacation draw documents	1 year per CLO	Primary: Private	UFA 16-002
Payroll Post Processing Records	This schedule is for payroll reporting. Each payroll period is closed out when disbursement information is verified using payroll reports	7 years (7/15)	Primary-Private: Secondary: Public: UCA 63G-2-301(1)(b) (2012)	UFA 16-003 SG 10-31
Payroll Processing Records	These records verify compensation data for each employee, including salary, hourly rate and type of pay. Deductions are confirmed in processing payroll before employee is paid. This includes income tax records and Garnishment records. (7/15)	4 years	Primary: Private Secondary: Public	UFA 16-004 SG 10-30
Retirement Benefits Assistance Files	These files contain correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors in claiming insurance or retirement benefits.	Place in personnel file	Primary: Private Secondary: Public	UFA 16-005

**Schedule 16
Payroll**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Timekeeping Records	Information regarding hours worked, paid or unpaid permitted absence from work for family emergency, sickness, vacation, or other reasons as outlined by policy. In addition, this includes leave data records. (7/15)	3 years	Primary: Private Secondary: Public	UFA 16-006 SG 10-29

**Schedule 17
Public Relations**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Community Emergency Response Team (C.E.R.T.) Training Records	This includes the training roster of participants and an accumulative list of certified CERT graduates.	10 years from date of completion	Primary: Public Secondary: Private	UFA 17-001
Juvenile Fire Setter Program	These files document the prevention or early intervention services that are provided to juveniles by UFA.	Until the juvenile is 21 years of age then destroy	Primary: Private Secondary: Protected Disclosure limited UCA 78A-6-209	UFA 17-002
Public Education and Events	These files contain records pertaining to the request of UFA to participate in community events or provide public education.	Until administrative need ends then destroy	Primary: Public	UFA 17-003
Public Information Files	These are files of information which UFA collects on a particular topic and which relate to the UFA's interaction with the public. Contents may include newspaper clippings, public opinion polls, studies and reports, or any other materials collected to assist UFA.	1 year after close of file or completion of project	Primary: Public	UFA 17-004 SG 15-7
Public Relations-Press Release	These files contain a copy of each prepared statement or announcement issued by the Fire Chief or Board for distribution to the news media. A press release may be a textual record or a non-textual record such as a film or video sound recording.	Permanent	Primary: Public	UFA 2-015 (refer to Administrative Schedule) SG 1-69

**Schedule 18
Purchasing Records**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Contract Purchasing Records, Including Professional Contractual Agreements	These records document contractual agreements for products or services. Records may include preliminary requirements, contractor payroll records, bids, and the signed contract.	7 years after the project is completed and warranties expire then destroy	Primary: Public	UFA 18-001 SG 13-18
Deeds	These files document the UFA purchase of real property. They are used to document ownership and transfer of title of such property. The files include the original recorded deeds and policies of title insurance.	Permanent	Primary: Public	UFA 18-002
Lease Files/Contracts	These files contain copies of leases, subleases, assignments of leases, and memoranda of leases for property which UFA or UFSA leases. They show the name and addresses of lessor and lessee, description of property, rent, purpose for which property may be used, and indicate any additional conditions or terms (determination of payment of utilities, taxes, insurance, maintenance and repair, and alterations to the property during the term of the lease), as well as any options to renew.	6 Years after the contract expires	Primary: Public	UFA 18-003 SG 13-7
Real Estate Acquisition Files	Records which document the transfer of UFA or UFSA owned real estate to non-state ownership, whether by transfer, trade, sale, or donation	Permanent	Primary: Public Secondary: Protected	UFA 18-004
Requests for Proposals (RFP)	These records are bids and proposals to provide products or services for UFA or UFSA. Information includes preliminary requirements for procurement of a commodity or service.	4 years after project is complete and warranties have run, then destroy (6/15)	Primary: Public	UFA 18-005 SG 13-17

**Schedule 18
Purchasing Records**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Vendor List	This is a list of vendors providing goods and services to UFA. It usually includes names of vendors, addresses, phone numbers, and descriptions of goods or services provided.	Retain until updated or superseded	Primary: Public	UFA 18-006

**Schedule 19
Risk Management**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Accident Investigation Records	These records document accidents involving UFA employees. They include reports, photos, and other forms.	4 years	Primary: Protected	UFA 19-001
Exposure Reports	This report is completed when a fire fighter is exposed to blood borne pathogens, toxic fumes, smoke, or chemicals during the course of fire fighting. It is used to verify exposure in case of illness. It includes employee's name, position, station, address where injury occurred, occupancy type, date and time of exposure, incident number, description of exposure, duration of exposure, symptoms present, date and signature of employee, and date and signature of supervisor.	30 years after termination of employment (29 CFR 1910.1020(d)(1)(i) (1997)) (Records maintained in Employee Health Record File follow UFA 12-008)	Primary: Private	UFA 19-002
Insurance Policy Files	These are insurance policy contracts between UFA and private insurers.	15 years after expiration of policy and settlement of all claims	Primary: Public	UFA 19-003
Insurance Reports	These reports are used for the reference and generation of claims filed on behalf of the UFA.	12 years	Primary: Protected: UCA 63G-2-305 (23) (2012)	UFA 19-004 SG 16-6

**Schedule 19
Risk Management**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
Liability Risk Management Files	These case files document the reporting, investigation, and settlement of liability claims filed against the UFA.	20 years after case is closed	Primary: Protected: UCA 63G-2-305 (10) (2012)	UFA 19-005 SG 16-9
Loss Control Inspection Reports	Each year an agency may undertake self-inspection to identify potential hazards within their buildings or on their grounds. If the agency completes this report, they can get a discount on their premium after a follow-up survey has been conducted. This record might also be used as evidence in defense of a claim.	12 years	Primary: Public Secondary Protected: UCA 63G-2-305 (24) (2012)	UFA 19-006
OSHA 300 Log, 300A Summary, and 301 Incident Report Forms	You must save the OSHA 300 Log, the privacy case list (if one exists), the annual summary, and the OSHA 301 Incident Report forms for five (5) years following the end of the calendar year that these records cover.	5 years following the end of the calendar year that the records cover. (Section 1904.33 OSHA Retention and Updating)	Primary: 300A Summary Public Secondary: 300 Log and 301 Report Private	UFA 19-007
Workers' Compensation Case Files	Records include forms, first report of injury, reports, correspondence, and related medical and investigative records regarding on-the-job injuries, whether or not a claim for compensation was made. Utah Code 34A-2	10 years per CLO (State is the holder 75 years)	Primary: Private	UFA 19-008 SG 11-35

**Schedule 20
USAR/Wildland**

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
USAR/Wildland Financial Records	<p>Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a sub recipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:</p> <p>(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.</p> <p>(b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.</p> <p>(c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition.</p> <p>(d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity.</p> <p align="center">Cont. Next Page</p>	3 years	Primary: Public	20-001 (FED 200.333)

Schedule 20
USAR/Wildland

<i>Record Title</i>	<i>Description</i>	<i>Retention</i>	<i>Suggested Designation</i>	<i>Schedule#</i>
USAR/Wildland Financial Records Cont.....	<p>(e) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.</p> <p>(f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).</p> <p>(1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.</p> <p>(2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation</p>	3 years	Primary: Public	20-001 (FED 200.333)
K-9 Records	Canine Evaluation Certifications, check-off evaluations, vaccination records, chip records, and any other veterinary health records.	3 years after death or transfer of ownership	Primary: Public	20-002
All other records	Follow UFA General Retention Schedules			