

Texas Fire Chiefs Association
DOCUMENT SUBMISSION FORM

Candidate Department: **Irving Fire Department**

Best Practice Standard: 5.02 Records Retention

Proofs of Compliance Submitted:

1. Records and Information Management – Department Directive
2. Records Management and Retention Control Schedule

Submitted By: Scott Johnson, Program Manager

Date:

Evaluator's Review

Evaluator:

Date Accepted:

Departmental Directive

TO: All Members of the Fire Department
FROM: Russell Wilson, Assistant Fire Chief
DATE: June 19, 2013
SUBJECT: Records and Information Management

To maintain compliance with the Texas Fire Chiefs Association's Best Practices recommendations, the Irving Fire Department (IFD) shall maintain practices per the following subsections of Chapter 5:

Privacy and Security of Records – The Fire Program Supervisor will be responsible for maintaining the security and confidentiality of all IFD personnel records. This may include documents pertaining to discipline, formal investigations, and other sensitive reports except where designated differently by Texas Local Government Code 143.

Records Retention – Records management practices adhered to by the City of Irving and the IFD are listed on the city's intranet at: S:\COI Projects\Record Liaisons Site. This Records Control Schedule complies with state law and the Retention Schedule for Records of Public Safety Agencies prescribed by the Texas State Library and Archives.

Release of Information – The IFD adheres to the latest edition of the Public Information Handbook of the Attorney General of Texas. Open records requests particular to the IFD will be received by the Fire Marshal, who will be responsible for the collection and sending of such information to the City Attorney's office for review. The City Attorney's office shall make determination of any and all documents subject to release.



Russell Wilson, Assistant Fire Chief
Irving Fire Department

CONTROL SCHEDULE

CITY OF IRVING FIRE DEPARTMENT	Required Retention	REMARKS
PERSONNEL RECORDS		
27 Day Work Cycle	CE + 4 years	field personnel time sheets
Personnel Files	80 years	Personnel has record copy Fire maintains as an exception to the General Schedule
Record of Duty Hours	CE + 4 years	Plans and Projects Coordinator keeps
GENERAL OPERATIONS RECORDS		
General and Emergency Orders	PERM	bound
VEHICLE, EQUIPMENT RECORDS		
Equipment Maintenance Repairs and report to garage	5 years	kept at stations if vehicle junked as result of accident keep LA + 3 years
COMMUNICATION RECORDS		
Audio Dispatch	90 days	
RESPONSE RECORDS		
Investigation Reports, Monthly	75 years	Records keeps original film Fire had Diazo film (copy)
Patient Forms (EMS)	PERM	electronic copy kept for trending information
Daily Details	80 years	work schedule, Civil Service electronic as of 1997
Dispatch Log	5 years	
Station Log times arrive/leave runs reports appointments	PERM	
Fire Reports includes Texfirs	CE + 5 years	
PREVENTION AND INSPECTION RECORDS		
Blue Print Files	PERM	part of Inspection Reports file
Fire Loss Report Monthly	5 years	
Inspection Reports chemical spills hazardous reports fire permits	PERM	
APPARATUS AND EQUIPMENT RECORDS		
Inventories, Fireman Equipment fire equipment medical department	PERM	Property Manager keeps

Alarm System Report	CE+1 year	copy of vendor document for Fire Administration building
SCBA Records hydrostatic testing on air bottles face piece fit testing. kept as long as the face piece is assigned to an employee semiannual Scott air pack testing kept long as the air pack is in service Scott air pack maintenance records kept as long as the air pack is in service	LA + 3 years	self contained breathing apparatus
TRAINING RECORDS		
Training Manuals	Exp+2 years	
Training Records Emergency Medical Service	DS+5 years	
Training Records Firefighter	DS+5 years	

Abbreviations used in this schedule

CE – Calendar Year Ending

DS – Date of Separation

Exp – Expiration

LA – Life of Asset

PERM – Permanent (do not destroy)