

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.001	Alarm Billings	These records document the billing for alarms and/or false alarms that the department responded to. They may or may not include billings, statements, incident numbers, address, and/or receipts.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	3/6/2007
18.002	Annual Reports	This is a copy of the annual report submitted each year to document what activities and events have taken place. It may or may not include statistical information regarding number of runs, type of incidents, financial statements, training attended or held and other various department activities.	PERMANENT	3/6/2007
18.003	Apparatus and Vehicle Inspections	These records document the monthly inspections and/or repairs of equipment as required by R408.17461, Part 74 of the General Industry Safety Standards. Information gathered documents the date, findings, who performed inspection, etc. These records shall be maintained for the life of the apparatus.	RETAIN UNTIL: Life of the equipment	3/6/2007
18.004	Budget Information	These records are used to develop annual budgets. They identify the amount that was requested and eventually approved. The documents may include proposals, salary information, projected overtime reports, vehicle and equipment needs or assessments.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.005	Building Inspection Reports and Files - Construction	These records document inspections associated with construction and remodeling of residential, commercial or industrial properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence.	RETAIN UNTIL: Life of Structure or Business PLUS: 10 years THEN: Destroy	3/6/2007
18.006	Building Occupancy Inspection Reports and Files	These records document inspections performed pursuant to M.C.L. 29.8 of P.A. 207 of 1941 for occupied buildings, places of assemblage and properties. These would include all documents associated with the inspections or violations. They may or may not include blueprints, suspension of licenses, re-instatements of license, stop work orders, housing code compliance notices, and other related documents or correspondence.	RETAIN UNTIL: Life of Structure or Business PLUS: 10 years THEN: Destroy	3/6/2007
18.007	Burning Permits (Recreational)	These records document permits issued to residents to burn leaves, brush, etc. and may include permits for fireworks and/or barbeque pits. They typically have an expiration date or specific time period to utilize the permit.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	3/6/2007
18.008	Carbon Monoxide Inspection and Checklist	These records document carbon monoxide inspections performed for citizens homes.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.009	Computer Aided Dispatch (C.A.D.) Log	These computer log reports are printed from the C.A.D. system by the Central Dispatch Department. They document any and all calls that the department was sent or dispatched on. These may or may not include reports sorted by location (ALI) or incoming number (ANI). The report summarizes the type of call, who responded, incident number generated, date and time. They are used to support incident reports and various activities. These may need to be retained for a longer period of time if used as an index for retrieving incident reports. But, should not be retained any longer than the 10 years needed for that purpose.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	3/6/2007
18.010	Committee Records	These documents are from the various internal committees associated with the department, such as the Awards Committee. They may include membership lists, agendas, supporting documentation, minutes, reports, etc.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	3/6/2007
18.011	Complaints - Citizens	These records document any complaints filed by citizens against department personnel. They document what action, if any, was taken.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.012	Contracts	These contracts document an agreement between the agency and anyone else. Note: These are not Mutual Aid Agreements. They may be contracts used for services such as medical examiners, doctors, medical personnel, police services, fire services, ambulance services, students, union labor, training and vendors.	RETAIN UNTIL: Contract expires PLUS: 6 years THEN: Destroy	3/6/2007
18.013	Controlled Burn Release Agreements	These records document agreements made between the department and the property owners allowing them to do a controlled burn. These are typically older structures and used primarily for training.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	3/6/2007
18.014	Correspondence - General	This is general correspondence received from, and associated with, outside groups and/or organizations, and various staff members within the department. This correspondence is typically arranged chronologically or by correspondent name.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	3/6/2007
18.015	Daily Activity Logs (Journals)	These records document the daily activities of the department or its staff.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	3/6/2007
18.016	Daily Work Schedules	These records document the work schedule showing who is on duty when.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.017	Discovery Orders	These are copies of discovery orders submitted by attorneys for information related to incidents.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	3/6/2007
18.018	Dispatch Activity Log	These records are logs of all radio and telephone transmissions received or transmitted from dispatch and are used to document communications that occurred during a call.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	3/6/2007
18.019	Dispatch Recordings	These records document the actual communications made through dispatch. The format may be electronic or audio. Typically these are rotated every 30 days and rerecorded over. Recordings of major events may be pulled from the rotation and used for litigation, training, etc.	RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy	3/6/2007
18.020	Driving Logs	These records document time spent driving department vehicles by department personnel and are used for driver certification.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	3/6/2007
18.021	Educational Programs - Schools, Community, Etc.	These records document activities where department personnel go into organizations and discuss fire safety and/or fire prevention.	RETAIN UNTIL: No longer relevant THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.022	Equipment Inspections - Portable	These records document equipment inspections and test performed on various equipment as required by the General Industry Safety Standard, Part 74, Fire Fighting. Examples include ladders, hoses, pumps, air tanks, generators, lights, rescue equipment, etc. The Insurance Services Offices and other various organizations often use these for rating fire departments.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	3/6/2007
18.023	Equipment Inventory	These records document what equipment is assigned to the department. These may or may not include equipment inventories by vehicle or unit. These are updated as equipment is added, replaced or disposed of.	RETAIN UNTIL: Superseded THEN: Destroy	3/6/2007
18.024	Equipment Operator Log	These logs document who operated what equipment and when. These may or may not be filled out daily or when the piece of equipment is actually used.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	3/6/2007
18.025	False Alarm Reports	These records document false alarms that the department was dispatched on.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	3/6/2007
18.026	Field Training Observations (FTO)	These records are completed during a new employee's training period. They document their performance, and areas needing improvement during their probation period after being hired. They may include copies of daily reports, daily observations, weekly summaries, incidents reports etc.	RETAIN UNTIL: Probation period ends PLUS: 2 years THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.027	Fire Drill Reports	These records document fire drills preformed by various businesses, schools and public buildings as required by M.C.L. 29.19 of P.A. 207 of 1941 and are used to show the dates times and durations of these drills.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	3/6/2007
18.028	Firefighter (S.C.B.A.) Fit Test	These records document the qualitative and quantitative fit test for the Self Contained Breathing Apparatus (S.C.B.A.) performed for each firefighter as required by 29 CFR 1910.134(m) and by the Occupational Health Standard, Part 451, <u>Respiratory Protection</u> .	RETAIN UNTIL: No longer employed by the department THEN: Destroy	3/6/2007
18.029	Fire Station House Inspections	These records document inspections performed on the Fire Station and may or may not included inspections on equipment fixed to the station such as fire extinguishers, sprinklers, etc.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	3/6/2007
18.030	Fire Station Licensure Files	These records document the inspections performed by the state and support the actual licensing of the fire department.	RETAIN UNTIL: Station is no longer active THEN: Destroy	3/6/2007
18.031	Freedom of Information Act (FOIA) Requests	This file will document any requests for information or public records. They may include requests for information, correspondence, a copy of the information released, and billing information.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.032	Grant Records	These records may contain the application, financial reports, progress reports and final reports for grants received. The grants may include, but are not limited to training grants, equipment grants, federal grants, matching grants, etc.	RETAIN UNTIL: Grant is closed out by grantor PLUS: 7 years THEN: Destroy	3/6/2007
18.033	Grievance Files	These are copies of grievances filed against union contracts.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	3/6/2007
18.034	Historical Records	These records document the departments' history and are used primarily as reference material. They are typically "pulled" from the record series after it has met its' retention period and is transferred into this category. The department determines what is "Historical" to them. Examples may include but are not limited to photos, newspaper clippings, documents of historical importance, etc.	RETAIN UNTIL: No longer of reference value to the department THEN: Destroy Please contact the Archives of Michigan prior to disposing of these records.	3/6/2007
18.035	Hydrant Repair and Inspections	These records document the locations and/or inspections performed on fire hydrants.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.036	Incident and Run Reports (Ambulance, EMS, and Fire)	These records document incidents that required personnel to be dispatched to an event. They may or may not include names of individuals involved, number of individuals involved, locations, time, date, responders, care provide, etc. and are required by M.C.L. 29.4 of P.A. 207 of 1941.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	3/6/2007
18.037	Investigative Reports (Open) - Non-Criminal	These records document any open investigations regarding fires that have been unsolved and classified as Non-Criminal.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	3/6/2007
18.038	Investigative Reports (Open) - Misdemeanor	These records document any open investigations regarding fires that have been unsolved and classified as a Misdemeanor.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	3/6/2007
18.039	Investigative Reports (Open) - Felony	These records document any open investigations regarding fires that have been unsolved and classified as a Felony.	RETAIN UNTIL: Date created PLUS: 20 years THEN: Destroy	3/6/2007
18.040	Investigative Reports (Open) - Homicide	These records document any open investigations regarding fires that have been unsolved involving a homicide.	PERMANENT	3/6/2007
18.041	Invoices - Original	These records document invoices that are generated by the department for contract services, overtime, licenses, etc.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	3/6/2007
18.042	Job Applications - Not Interviewed/Not Hired	These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.043	Job Applications - Interviewed/Not Hired	These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	3/6/2007
18.044	Job Descriptions	These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications.	RETAIN UNTIL: Superseded THEN: Destroy	3/6/2007
18.045	Key and Knox Box Records	These records document the locations of keys or security systems within buildings and structures.	RETAIN UNTIL: Superseded THEN: Destroy	3/6/2007
18.046	Litigation Files	These files document any litigation that the department or personnel are involved in. They may include depositions, transcripts, decisions, correspondence, data, exhibits, research materials, reports, press releases, media clippings, etc.	RETAIN UNTIL: Case is closed PLUS: 10 years THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.047	Material Safety Data Sheets (M.S.D.S.)	The records document information about the product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as required by 29 CFR 1910.1200 and the General Industry Safety and Occupational Health Standard, Part 92, Hazard Communication.	RETAIN UNTIL: Hazardous material is not in use nor stored on the property THEN: Destroy	3/6/2007
18.048	Medical and Exposure Records	These records are required by M.C.L. 408.1061 of P.A. 154 of 1974 and document work related incidents of exposure to toxic substances, blood borne pathogens or harmful physical agents. R325.3457 and R325.3456 of the Occupational Health Standard, Part 470, Employee Medical Records and Trade Secrets, require that these records be retained for 30 years as does 29 CFR 1910.1020(d).	RETAIN UNTIL: Individual is no longer employed PLUS: 30 years THEN: Destroy	3/6/2007
18.049	Medical Consent Forms	These forms are used to document what medical services were provided and/or refused by individuals. They typically include the persons name, dispatch #, address, etc. and are used to document the individuals choice to refuse/accept transport and/or medical services.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.050	Meeting Minutes	These records document the official activities of public bodies that are subject to the provisions of the Open Meetings Act (such as official governing boards, commissions, committees, advisory boards, tasks force, or other legislatively mandated decision making bodies). These records include original (sometimes signed) meeting minutes, agendas, audio-visual recordings, and other supporting documentation. M.C.L. 38.509 of P.A. 78 of 1935 requires these to be maintained for minimum of 10 years.	RETAIN UNTIL: Date created PLUS: 10 years THEN: Destroy	3/6/2007
18.051	MIOSHA Logs	These records document occupational injuries and illnesses. They may or may not include MIOSHA 300, 300-A or MIOSHA 301 forms. R408.22133 of the MIOSHA Safety and Health Standard, Part11, Recording and Reporting of occupational Injuries and Illnesses, requires that these be retained for a period of 5 years following the end of the calendar year that these records cover.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	3/6/2007
18.052	Monthly Reports	These records document activities that occurred. These may or may not include summaries, statistics, # of runs, injuries, etc.	RETAIN UNTIL: Date created PLUS: 7 years THEN: Destroy	3/6/2007
18.053	Mutual Aid Agreements	These are agreements executed between the department and other agencies to provide mutual support as needed during a crisis or emergency.	RETAIN UNTIL: Agreement is no longer in place PLUS: 10 years THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.054	Outside Employment Form	This is a form completed by employees who have a second job. It is authorized by the agency and used to identify any conflicts of interest.	RETAIN UNTIL: Individual is no longer employed by the 2nd party THEN: Destroy	3/6/2007
18.055	Overtime Equalization Records	These records document overtime used and submitted by employees. It is used to resolve any immediate issues with pay.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	3/6/2007
18.056	Pass Tag	These records document the firefighter name, address, doctors, phone numbers, and other basic contact information. These are typically worn by the firefighter and used in case the firefighter goes down and needs to be identified.	RETAIN UNTIL: Superseded THEN: Destroy	3/6/2007
18.057	Payroll Timesheets	These are typically copies of timesheets that are completed and forwarded to the payroll office.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	3/6/2007
18.058	Personal Equipment Records	These records document inspections performed on the employee's protective clothing and equipment and document the condition and/or any repairs completed.	RETAIN UNTIL: Equipment is no longer in use THEN: Destroy	3/6/2007
18.059	Personnel Information Records	These records are used as a reference tool for identifying employee badge number, FOIA number, phone number, address, seniority, hire date, termination date, birthdays, etc. and are used primarily as a reference type record.	RETAIN UNTIL: Superseded THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.060	Personnel Files	These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and maintain current contact information. They may include applications, awards, evaluations, training certificates, personal change forms, second job notifications, grievances, fingerprint cards, photo, ID cards, skills check list, professional qualifications, etc.	RETAIN UNTIL: Individual is no longer employed PLUS: 7 years THEN: Destroy	3/6/2007
18.061	Photographs	These are photographs of incidents, including crime scenes, accidents, evidence, fire investigations, etc. and are typically maintained in the incident file until the retention period has been met. This record series allows departments to withdraw photos after the retention period for the records series has been met. The photos may then be used for training or documenting historical incidents for future reference.	RETAIN UNTIL: No longer relevant to the department THEN: Destroy	3/6/2007
18.062	Policy and Procedure Manuals	These records document internal policies and orders issued by the Chief or department. They may also contain official bulletins that are used to convey information to the administrative staff, officers and volunteers.	RETAIN UNTIL: Superseded THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.063	Position Interview Questions	These documents contain a list of questions associated with the job descriptions. They are updated as the job descriptions are updated. The questions are used in the interview process to assure the same questions are asked to all candidates.	RETAIN UNTIL: Questions are superseded THEN: Destroy	3/6/2007
18.064	Pre-Fire Surveys	These records document emergency plans for responding to locations within the call area. They may contain information regarding routes, locations of hydrants, etc. These may be included in the SARA III records if hazardous material exists.	RETAIN UNTIL: Superseded THEN: Destroy	3/6/2007
18.065	Promotional Results	These records contain information associated with test scores, test sheets order of ranking, results of offsite testing, etc.	RETAIN UNTIL: Test is no longer active THEN: Destroy	3/6/2007
18.066	Public and Community Activity Schedules	These records document social events held within the community that the department may be involved with such as dances, festivals, etc.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	3/6/2007
18.067	Purchasing Records	These records are documents that support purchases made by the department.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.068	Records Management Database System - NFIRS and MFIRS	These systems are often used to track information associated with incidents and document the information required to be submitted to the National Fire Incident Reporting System (NFRIS). These databases are typically designed with various modules that track the details associated with each call that the department is dispatched on. The retention period reflects the need to migrate the data from one system to the next.	RETAIN UNTIL: Date created PLUS: 25 years THEN: Destroy	3/6/2007
18.069	Reference Files	These records and books are documents used as reference material. They may include but are not limited to manuals, catalogs, brochures, etc.	RETAIN UNTIL: No longer relevant THEN: Destroy	3/6/2007
18.070	Ride Along Waiver	This is a waiver of liability signed by a citizen who rides with the department. It is used to document the date and the name of the person who participated.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	3/6/2007
18.071	SARA III and Fire Fighter Right-to-Know Records	These records document hazardous materials used in businesses as required by the Superfund Amendments and Reauthorization Act (SARA) of 1986, the Bureau of Fire Services and M.C.L. 408.1014(i) of P.A. 154 of 1974. These may or may not include MSDS sheets, action plans, inventories, building layouts or diagrams, etc.	RETAIN UNTIL: No longer in use THEN: Destroy	3/6/2007
18.072	Siren Test	These document the test performed on the public warning sirens that are used to alert the community of danger.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.073	Subpoenas	These are copies of subpoenas received to appear in court or requesting for information.	RETAIN UNTIL: Date created PLUS: 1 year THEN: Destroy	3/6/2007
18.074	Tickets and Citations	These are copies of the tickets issued for fire lane violations, minor fire code violations, etc.	RETAIN UNTIL: Date created PLUS: 2 years THEN: Destroy	3/6/2007
18.075	Time and Attendance Records	These document the time attendance of firefighters and may or may not include roll call logs, time sheets, etc.	RETAIN UNTIL: Date created PLUS: 5 years THEN: Destroy	3/6/2007
18.076	Tornado Watch and Warning Records	These records document the dates and times that tornado watch/warning are issued by the National Weather Service and show who responded and/or participated in the watch/warning.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	3/6/2007
18.077	Training Bulletins and Schedules	These are internal bulletins required by the General Industry Safety Standard, Part 74, Fire Fighting, that are used to notify a department or staff that they are scheduled for upcoming training.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	3/6/2007

STATE OF MICHIGAN
Records Management Services
General Schedule #18 - Fire and Ambulance Departments

Item #	Record Series Title	Record Series Description	Retention Period	Approval Date
18.078	Training Courses - Administrative	These records document the courses regarding blood borne pathogens offered through the department as required by the Occupational Health Standard, Part 554, Bloodborne Infectious Diseases and 29 CFR 1910.1030(h)(2)(j). The CFR requires that the dates, content, names and qualifications of instructors, names and titles of those attending be collected.	RETAIN UNTIL: Date created PLUS: 3 years THEN: Destroy	3/6/2007
18.079	Training Files - Firefighter	These records are used to document what training staff has received. They may contain medical or biological hazard training, training schedules certificates, course descriptions and receipts.	RETAIN UNTIL: Individual is no longer employed PLUS: 7 years THEN: Destroy	3/6/2007
18.080	Training Fund	These records document money available and spent from the training fund.	RETAIN UNTIL: Date created PLUS: 6 years THEN: Destroy	3/6/2007
18.081	Vehicle Accident Report	These records document accidents any department vehicles are involved in. These may or may not include accident reports, parties involved, damage reports, repairs, etc.	RETAIN UNTIL: Vehicle is no longer active THEN: Destroy	3/6/2007
18.082	Video Tapes	These video tapes are used in vehicles or during incidents. The tapes are typically cleared and reused on a regular basis. Recordings of major events may be pulled from the rotation and used for litigation, training, etc. Tapes that involve incidents that may go to court are not erased until the action or investigation is resolved.	RETAIN UNTIL: Date created PLUS: 30 days THEN: Destroy	3/6/2007