

RECORD RETENTION

Purpose:

To ensure that the district is keeping paper work on personnel and equipment as required by local, state and federal laws.

Guideline:

To assist in the protection of all records we maintain the following as they relate to the operation of the district and member's of the district:

- A. Personnel File – contains application forms, performance reviews, promotions, and letters of commendation, disciplinary actions and termination letters. This file is retained for two years from the date of termination/departure.
- B. Hiring Information – includes all information requested by the department upon hiring/accepting a member, such as copies of driver's license and social security card, testing scores, letters of recommendation, etc. This information is retained for two years from the date of termination/departure.
- C. Payroll Information – includes information necessary for processing payroll (rate of pay, leave records, deduction authorizations, garnishments, etc.) This information is retained for three years from the date of termination/departure.
- D. Tax Information – includes all tax forms such as W-2's or 1099s. This information is retained for seven years from the date of termination/departure.
- E. Insurance Information – includes all insurance enrollment forms like medical, dental, life, disability, etc. This information is retained for six years from the date the member is removed from the policy.
- F. FMLA File – contains records of all leaves taken under the Family Medical Leave Act, and all supporting documents such as request for leave, medical releases to return to work, etc. This file is retained for three years from the date of the FMLA leave.
- G. Worker's Comp Information – includes all records pertaining to on-the-job illness and/or injury including initial report of accident, medical records pertaining to the illness and/or injury, doctor's release or restriction information, etc. This information is retained for five years from the date the worker's comp claim is closed.
- H. Medical Information – includes all medical information regarding a member with the exception of FMLA and Worker's Comp medical records. This information may include such documents as release or return to work, request for time off for medical reasons, medical restrictions or limitations, records of any accommodations made for a

member, etc. This information is retained for two years from the date of termination/departure.

- I. I-9 Information for Current Member's – includes the forms a member files when they begin working for the district in which they verify their eligibility to work in the United States. This file is retained until the member terminates employment.
- J. Emergency Contact Information – contains emergency contact names and numbers for each member to be used in case of emergency. This file is destroyed at the time of termination/departure.
- K. Compensation Plan Information – includes information dictated by the Fair Labor Standards Act such as current compensation plan for each position, job analysis, job description, salary surveys, established pay grades, etc. This information is retained for three years from the date of any change to or update of the current compensation plan.
- L. Training File – contains all training records for each member including all fire and all EMS training. This file must be retained for five years after the date of termination/departure.
- M. Toxic Substance Exposure File – contains all information regarding a toxic substance exposure such as blood or body fluids, chemicals or any harmful substance. This file may also contain medical records that pertain only to this exposure. This file is retained for 30 years from the date of termination/departure.
- N. Fire Fighting Hose File – contains all information regarding testing and maintenance of the district's hose. This information is retained for five years per ISO.
- O. Fire Prevention Inspection File – contains all information regarding the inspection of all commercial and apartment occupancies within the district. This information is retained as long as the business/apartment complex is in operation, once the occupancy is closed, all records must be destroyed within one year.
- P. Fire Hydrant File – contains all information regarding the testing and maintenance of the district's hydrant system. This information is retained for five years per ISO.
- Q. Fire Apparatus Pump Test – contains all information regarding the testing and maintenance of the district's pumping apparatus. This information is retained until the apparatus is disposed of by the district.
- R. Fire Apparatus Ground and Truck-mounted Ladder Test – contains all information regarding the testing and maintenance of the district's ground and truck-mounted ladders. This information is retained until the ladders are disposed of by the district.
- S. Fire Incident Reports – must be retained for five years.
- T. EMS Incident Reports (Adult) – must be retained for five years.
- U. EMS Incident Reports (Minor) – must be retained for five years after the minor reaches their 18th birthday.