Retention and Classification Report

Agency: Department of Public Safety. Fire Marshal (397)

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Records Officer: _____

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AGENCY: Department of Public Safety. Fire Marshal

SERIES: 2286 3
TITLE: Annual reports
DATES: 1964-
ARRANGEMENT: Chronological.
DESCRIPTION:

This series contains reports of activities from the previous year with information pertaining to agency history, personnel, losses ddue to fire, injuries, deaths, and finances.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: For records beginning in 1976 through 1979. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1976 through 1979. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 2286
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81705 3
TITLE: Arson investigation files
DATES: 1957-1972; 1976-
ARRANGEMENT: Chronological, thereunder alphabetical by subject
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

These are case studies of accidental and criminal fires and are investigations into the cause of the fire. The records are used to support investigative, criminal, and civil actions. They are also used frequently for research purposes by this agency and other parties. Includes depositions, interview notes, interrogation tapes, investigation reports, photographs, and correspondence.

RETENTION:

Permanent. Retain for 25 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/1985

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

This disposition is based on the informational value of the records. Researchers often express a need for data from the beginning of the series. National Crime Information Center (NCIC) regulations require that felonies involving a death be kept permanently. These files, while not always involving a fatality, should be considered equivalent in significance.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81705
TITLE: Arson investigation files

(continued)

PRIMARY DESIGNATION:

Protected	Arson-related records

SECONDARY DESIGNATION(S):

Public.	Records regarding accidental fires
Private.	Names of juveniles per UCA 63G-2-302(2)(d) 1992 for those cases where juveniles were the cause of the accidental fire

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 24851 3
TITLE: Automatic fire suppression licensing and certification records
DATES: 1993-
ARRANGEMENT: Alphabetical by company name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records document companies licensed and individuals certified by the State Fire Marshal's Office to service automatic fire suppression systems. Certification records on individuals are maintained in the file for the company which employs the individual. The certification must be renewed annually. Individuals must successfully complete a written test, and then retest every five years. Included are the application for automatic fire suppression system concern license, notification of status changes, copy of license, tests and answer sheets for individual employees applying for certification. Information includes company name and contact information, dates of application and approval and authorizing signature.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after file becomes inactive and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years after file becomes inactive and then delete.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 24851
TITLE: Automatic fire suppression licensing and certification records

(continued)

APPRAISAL:

These records have administrative, and/or legal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Home address, social security number, home phone number, age, date of birth andphysical description as allowed in UCA 63G-2-302 (2)(d)(2008).
Protected.	Test questions and answer sheets as allowed in UCA 63G-2-305 (5)(2008).

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81715 3
TITLE: Budget requests
DATES: 1980-
ARRANGEMENT: none
DESCRIPTION:

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 12-03-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81716 3
TITLE: Budget workpapers
DATES: 1980-
ARRANGEMENT: none
DESCRIPTION:

Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 02-11-2019

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Individual merit projections

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81703 3
TITLE: Building history files
DATES: 1964-
ARRANGEMENT: Alphanumerical by occupancy code
ANNUAL ACCUMULATION: 50.00 cubic feet.
DESCRIPTION:

These files are used in the review and inspection of publicly owned buildings, public and private schools, colleges, universities, institutional occupancies, and places of assemblage regarding adherence to fire and life safety codes. These files document that the State Fire Marshal has reviewed the submitted plans and conducted the necessary inspections insuring statutory compliance with adopted codes. Information includes the plan review letter generated from a code review of the submitted plans, correspondence, copies of inspection letters, and documentation of the justification of alternative methods or materials. The submitted plans that are permanently held by the architect, state agency, school district, health facility, or originating owner are considered duplicate copies.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1990

FORMAT MANAGEMENT:

Paper: Retain in Office until code review is completed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

Paper copy: Retain in Office until formal code review is completed and then destroy.

Microfilm master: Retain in State Records Center for 7 years and then destroy.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81703
TITLE: Building history files

(continued)

APPRAISAL:

These records have administrative, and/or legal value(s).

This disposition is based in part on UCA 78-12-25.5 (1990), which states that damages due to injury in a defective or unsafe building may not be brought after seven years. Previous decision: RDR 79-62: permanent/public. The change in retention is based on the state code and at the agency's request.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81717 3
TITLE: Disciplinary and grievance records
DATES: 1980-
ARRANGEMENT: none
DESCRIPTION:

Records originating on the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews, and hearings, examiner's findings and recommendations, exhibits, and records relating to a reconsideration request.

RETENTION:

Retain for 3 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Grievance records, GRS-1967.

AUTHORIZED: 07-01-2015

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 07/2015.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81714 3
TITLE: Employment applications
DATES: 1980-
ARRANGEMENT: none
DESCRIPTION:

Applications of those qualified persons who are listed on the register, but who are not hired.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 08-28-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

Paper copy: Retain in Office for 6 months and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Eighteen personal data elements identified by the State Records Committee

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81701 3
TITLE: Executive correspondence
DATES: 1964-
ARRANGEMENT: Alphabetical by agency, thereunder by subject
DESCRIPTION:

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 an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule State agency executive correspondence, GRS-1758.

AUTHORIZED: 07-12-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81701
TITLE: Executive correspondence

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 24836 3
TITLE: Fire department contact list
DATES: 2002-
ARRANGEMENT: Alphabetical by name of community
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

This is a list of local fire chiefs, along with their contact information. It is used to enable contact with local fire chiefs as part of the Utah Fire Incident Reporting System (UFIRS), response to disasters, cooperative assistance, and other essential functions. UFIRS is a part of the National Fire Incident Report System (NFIRS), a program for gathering data from local fire departments on all fire losses, fire injuries and fire deaths. Information includes the complete name of each chief, as well as work addresses and phone numbers. Since the majority of Utah's fire departments are fully volunteer, approximately 85 percent of the entries have home contact information.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after superseded and then destroy.

Computer data files: Retain in Office for 3 years after superseded and then delete.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 24836
TITLE: Fire department contact list

(continued)

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Protected UCA 63G-2-305 (9)(a),(b) & (10)(2008).

SECONDARY DESIGNATION(S):

Private. UCA 63G-2-302 (2)(d)(2008).

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81708 3
TITLE: Fire extinguisher licensing and certification files
DATES: 1971-
ARRANGEMENT: Alphabetical by name of council
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records document councils established by the department for the purpose of advising, consulting, and collaborating with other state agencies.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after file becomes inactive and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years after file becomes inactive and then delete.

APPRAISAL:

These records have administrative, and/or legal value(s).

This disposition is based in part on UCA 78-12-25.5 (1992) which states that actions against a construction "provider" may not be taken more than six years after the completion of the improvement and that a person has only two years to commence an action after discovery. Previous decision: RDR 79-62; 10 years/public.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81708
TITLE: Fire extinguisher licensing and certification files

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Home address, social security number, home phone number, age, birth date, and physical description
Protected.	Test questions and answer sheets

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 24853 3
TITLE: Fireworks licensing records
DATES: 1993-
ARRANGEMENT: Alphabetical by licensee last name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records document companies and individuals licensed to import, wholesale, and sell fireworks in the State of Utah under UCA 53-7-224. License applicants are required to pass a test to substantiate abilities, and are retested every five years. Includes application, copy of license indicating status, tests and answer sheets. Information includes licensee name and contact information, date of application and approval, and authorizing signature.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after file becomes inactive and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years after files become inactive and then delete.

APPRAISAL:

These records have administrative, and/or legal value(s).

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 24853
TITLE: Fireworks licensing records

(continued)

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Home address, social security number, home phone number, age, date of birth and physical description as allowed in UCA 63G-2-302 (2)(d)(2008).
Protected.	Test questions and answer sheets as allowed in UCA 63G-2-305 (5)(2008).

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81720 3
TITLE: Fixed asset inventory list
DATES: 1980-
ARRANGEMENT: none
DESCRIPTION:

File used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

RETENTION:

Retain for 2 year(s) after superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years after last inventory and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 10710 3
TITLE: Hazardous materials course records
DATES: 1987-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This series documents the hazardous material training program provided by the Division of Comprehensive Emergency Management. The training program is offered to firefighters, hazardous material workers, health care officials, and other individuals resonsible for responding during a hazardous material incident. Information includes participant name, Social Security number, address, phone number, course rosters, agenda, correspondence to public and county officials regarding the courses, etc.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 10/2000

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

This disposition is based on the evidential value these records hold regarding the function of this agency.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 10710
TITLE: Hazardous materials course records

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 10726 3
TITLE: Hazardous materials local plans committee records
DATES: 1988-
ARRANGEMENT: Geographical by jurisdiction.
DESCRIPTION:

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have historical value(s).

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 10726
TITLE: Hazardous materials local plans committee records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81722 3
TITLE: Letters of commendation
DATES: 1980-
ARRANGEMENT: none
DESCRIPTION:

Letters of employee commendation and appreciation, recognizing length of service, retirement, or performance.

RETENTION:

Retain for 65 year(s) or until separation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until personnel file has met its retention and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 10842 3
TITLE: Liquefied petroleum gas certification roster
DATES: 1988-
ARRANGEMENT: Alphabetical by surname
ANNUAL ACCUMULATION: 0.20 cubic feet.
DESCRIPTION:

This roster is maintained in order to have a list of certified liquefied petroleum (LP) gas personnel available for reference. Information includes name, personal identification number, employer's identification number, type of certification, and last examination date.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

Computer data files: Retain in Office until updated and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 10842
TITLE: Liquefied petroleum gas certification roster

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 24857 3
TITLE: Liquefied petroleum gas customer address files
DATES: 2003-
ARRANGEMENT: Alphabetical by county
ANNUAL ACCUMULATION: 2.00 cubic feet.
DESCRIPTION:

Utah Administrative Code (UAC), R710-6-8.3, directs that all liquefied (LP) gas containers over 5,000 water gallons in size shall be inspected bianually at a minimum. Since a significant number of LP gas containers are privately owned, information as to their ownership and location is submitted to the Fire Marshal's office by LP gas distributers. Information includes names and contact information for container owners, location of containers, size of containers, dates of inspections, name of inspector and findings.

RETENTION:

Retain for 4 year(s) after case is closed

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 02/2003

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after file is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years after file is closed and then delete.

APPRAISAL:

These records have administrative, and/or legal value(s).

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 24857
TITLE: Liquefied petroleum gas customer address files

(continued)

PRIMARY DESIGNATION:

Protected	UCA 63G-2-305 (2)(a)&(4)(2008). Owner addresses for privately owned containers is submitted by distributers. Information is considered to be competitive in nature, and would create unfair competitive injury if released.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 10480 3
TITLE: Liquefied petroleum gas licensing and certification files
DATES: 1988-
ARRANGEMENT: Alphabetical by company name
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These records document companies licensed and individuals certified by the Fire Marshal's office to distribute, dispense, transport, and service liquefied petroleum (LP) gas in the state of Utah. Anyone who does any of the above (or installs LP gas) must be certified according to the Liquefied Petroleum Gas Act, Utah Code 53-7-3(2018), and as described in Administrative Rule R710-6: Liquefied Petroleum Gas Rules. These records include applications for certification, application for LP gas license, written tests administered and/or answer sheets, and a copy of any license issued. Certification records on individuals are maintained in the file for the company which employs the individual. If the individual changes jobs, his certification record will be moved from the file of his original employer to the file of the new employer. The certification must be renewed annually. After a five-year period, a re-test is required. The information includes applicant's name, address, current employer, physical description, type of work performed, fees, and exam results.

RETENTION:

Retain for 3 year(s) after expiration of permit or license

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Permit and licensing records, GRS-1724.

AUTHORIZED: 01-17-2020

FORMAT MANAGEMENT:

Paper: Retain in Office until obsolete and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 10480
TITLE: Liquefied petroleum gas licensing and certification files

(continued)

APPRAISAL:

These records have legal value(s).

This disposition is based on UCA 63-29a-108 (1991) (Utah Code 53-7-310(2)(1993)), which states that a license is no longer valid either because of a voluntary transfer of any nature, revocation, death of the holder, insolvency, assignment for the benefit of creditors, or for any other reason as determined by rule of the board.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private.	Home address, Social Security number, home phone number, age, birth date
Protected.	Test questions and answer sheets

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81704 3
TITLE: Local fire code inspection assistance visit files
DATES: 1964-
ARRANGEMENT: Alphabetical by building type
ANNUAL ACCUMULATION: 1.00 cubic foot.
DESCRIPTION:

This is a record of building inspections completed outside the jurisdiction of the State Fire Marshal's office. Inspections are requested by a local government entity. If a building has been approved but does not comply with the fire safety codes, the Fire Marshal's office is liable for all damages due to negligence. These records include correspondence, copies of inspection letters, addenda to plans, and plan reviews.

RETENTION:

Retain for 7 year(s) after end of project or program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 7 years after completion of construction and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).

This disposition is based on UCA 78-12-25.5 (1990), which states that any action to recover damages or any action for damages can not be brought against anyone after seven years beyond the completion of construction. A previous decision, RDR 79-62, stated that the records should be permanent, but this is no longer the case.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81704
TITLE: Local fire code inspection assistance visit files

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81723 3
TITLE: Personnel action notifications
DATES: 1980-
ARRANGEMENT: none
DESCRIPTION:

As part of a Merit Employee Appraisal of Unacceptable Performance, a notice of proposed demotion or removal that is issued but not effected.

RETENTION:

Retain until final action

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office until decision is made to take no further action and then destroy.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81724 3
TITLE: Preliminary payroll
DATES: 1980-
ARRANGEMENT: none
DESCRIPTION:

Computer produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

RETENTION:

Retain for 3 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07-01-1990

FORMAT MANAGEMENT:

Paper copy: Retain in Office for 3 months and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Public. Eighteen personal data elements identified by the State Records Committee

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 2287 3
TITLE: Publications
DATES: 1960-
ARRANGEMENT: Alphanumerical
DESCRIPTION:

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition is based on the value of these publications in documenting the achievements, activities and programs of the agency.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 2287
TITLE: Publications

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81712 3
TITLE: Rules and regulations
DATES: 1966-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.50 cubic feet.
DESCRIPTION:

These are rules and regulations adopted from the National Fire Protection Agency codes which are used to administer and supervise fire safety in all public buildings.

RETENTION:

Permanent. Retain for 12 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Microfiche master: For records beginning in 1976 through 1983. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1976 through 1983. Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

This disposition is based on RDR 79-62: permanent/public.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81712
TITLE: Rules and regulations

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 20387 3
TITLE: Training records
DATES: 1979-
ARRANGEMENT: Chronological.
DESCRIPTION:

These training records include teaching aids, transparencies, pamphlets, etc.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81709 3
TITLE: Utah fire incident reports
DATES: 1978-
ARRANGEMENT: Numerical by incident number
ANNUAL ACCUMULATION: 4.00 cubic feet.
DESCRIPTION:

These reports are completed by all fire departments for each fire and submitted to the State Fire Marshal. Sometimes paper reports are submitted and sometimes the reports are on computer disk. The information is entered (or uploaded) onto the Fire Marshal's data base (called the Utah Fire Incident Reporting System, or UFIRS), and then a computer disk with all of the state's information is sent to the Federal Emergency Management Agency (FEMA) where it is retained permanently. The UFIRS data is used to generate reports for the local fire departments and justify annual budgets. Statistical reports which summarize this information are also generated and used permanently by the State Fire Marshal for reference purposes. Information includes name of building owner, amount of loss, cause, equipment involved, and number of fire fighters involved. Information will vary depending on whether or not injuries are involved. If a citizen or fire fighter is injured or killed, then the UFIRS report includes detail about the fire fighter's equipment and the citizen's familiarity with the structure, plus information about the type of injury.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1993

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after entered on the computer system and then destroy.

Computer data files: Retain in Office for 10 years or until administrative need ends, whichever is greater, and then delete.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81709
TITLE: Utah fire incident reports

(continued)

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This disposition is based on the administrative needs expressed by the agency. A previous decision, RDR 79-62: permanent/confidential, has been made, but due to the fact that this information is maintained permanently by the Federal Emergency Management Agency (FEMA), the state disposition should not be permanent, too. Historical research could be accomplished by accessing the federal files.

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. Information about injuries and fatalities

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81710 3
TITLE: Utah State Fire Prevention Board minutes
DATES: 1964-
ARRANGEMENT: Chronological
DESCRIPTION:

This board hears disputes over building plan reviews made by this division. The board has the power to adopt regulations on fire safety in public buildings. They also have supervisory responsibility for the State Fire Marshal's Office. These records are used in policy making decisions. They include minutes, correspondence, and audio tapes of the meetings.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Sound recordings: Retain in Office for 1 year and then erase.

APPRAISAL:

These records have administrative, and/or historical value(s).

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

AGENCY: Department of Public Safety. Fire Marshal

SERIES: 81710
TITLE: Utah State Fire Prevention Board minutes

(continued)

PRIMARY DESIGNATION:

Public