

## Retention and Classification Report

**Agency:** West Valley City (Utah). Fire Department (1451)

3600 South Constitution Blvd.  
West Valley City, UT 84119

**Records Officer:** \_\_\_\_\_

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**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 83408

3

**TITLE:** Benefits report printout

**DATES:** 1983-

**ARRANGEMENT:** Alphanumerical by code

**ANNUAL ACCUMULATION:** 0.40 cubic feet.

**DESCRIPTION:**

This biweekly computer printout is used to reconcile vacation, holiday, and sick leave earned and taken by employees of the fire department. It contains: employees name, social security number, year-to-date total hours (vacation, holiday, sick) earned and taken, hours earned and taken for pay period.

**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:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the office.

**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 83406

3

**TITLE:** Demolition permit contracts

**DATES:** 1987-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These forms are completed by property owners giving the fire department permission to use their property in training fires. The forms include: date, address of property, owner's name, name of person in charge, name of person responsible for demolition, purpose of destruction, signature of owner, and signature of notary and seal.

**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:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).  
This retention is based on the administrative needs expressed by the office and the legal concerns of the city attorney.

**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 83419

3

**TITLE:** General ledgers

**DATES:** 1981-

**ARRANGEMENT:** Numerical by account number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These ledgers are used to track spending by individual account number. They contain the date, vendor number, item purchased, amount, and purchase order number. Prior to 1988, these ledgers were handwritten, but recently have been computerized.

**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:** 12/1988

**FORMAT MANAGEMENT:**

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

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the office.

**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 83409

3

**TITLE:** General operation correspondence

**DATES:** 1984-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These files contain the general correspondence and memorandum received by the department. It concerns the general operation of the office and does not include any correspondence of the fire chief. various memos and correspondence dealing with various subject matter.

**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:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the office and the provisions of the Municipal General Record Retention Schedule (3/88).

**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 83664

3

**TITLE:** Hydrant card file

**DATES:** 1987-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1987

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office until hydrant is removed and then destroy.

**APPRAISAL:**

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

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 83407

3

**TITLE:** Job descriptions

**DATES:** 1985-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These files contain obsolete descriptions of individual positions in the West Valley City Fire Department. They include: job title, basic functions of position, brief description of duties, and required qualifications and skills.

**RETENTION:**

Retain for 2 year(s) after superseded

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 2 years after being superseded by new descriptions and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs of the department and the provisions of the Municipal General Records Retention Schedule.

**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 83421

3

**TITLE:** Monthly mileage report

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These are monthly reports of vehicle usage. They are used to keep track of hours and mileage of department vehicles for maintenance purposes. They include: vehicle number; description of vehicle; assignment of vehicle; ending mileage; total miles driven; total hours used; and whether unit was involved in an accident.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 07/1989

**FORMAT MANAGEMENT:**

Paper: Retain in Office until disposition of vehicle and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the department.



**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 83417

3

**TITLE:** Monthly/quarterly operational report

**DATES:** 1986-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This is a monthly report of all departmental activities. It contains the monthly fire data reports on equipment, vehicles, manpower, number of fire and hazardous material calls; a narrative from each program on events and projects completed including significant fires and the direction of training activities. It also contains a graph comparing current number of fires and loss figures with previous year. The statistics are used to compile the annual report. This report was recently replaced by a quarterly report containing the same information.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the department. Since the data is used to compile the annual report the monthly and quarterly reports have no value after annual report is completed and distributed.

**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 83412

3

**TITLE:** Outside employment

**DATES:** 1983-

**ARRANGEMENT:** chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a copy of a three part form completed by employees requesting permission to work an additional job. It contains: name of employee, type of work, hours and days of week to be worked, signature of approval or disapproval of request, and an explanation of department policies on outside employment. One copy of form is given to employee, another is filed in personnel file, and third is kept in a separate file.

**RETENTION:**

Retain for 1 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the office.

**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 83399

3

**TITLE:** Policies and procedures manual

**DATES:** 1986-

**ARRANGEMENT:** Numerical by subject number

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This manual contains the standard operational procedures and policies of the department.

**RETENTION:**

Permanent. Retain until superseded

**DISPOSITION:**

Transfer to Archives.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

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

**APPRAISAL:**

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

This retention is based on the Fire Department General Retention Schedule and the administrative needs expressed by the office.

**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 83399

**TITLE:** Policies and procedures manual

(continued)

**PRIMARY DESIGNATION:**

Public

**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 10019

1

**TITLE:** Utah emergency medical services incident report

**DATES:** 1981-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

This report form records both statistical and patient information on all emergency medical services calls received by the fire department. It serves as the medical chart for all persons treated by the department's paramedics. This report is required by law (UCA 26-8-5) and a copy is submitted to the State Office of Emergency Medical Services for auditing compliance.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

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

**PRIMARY DESIGNATION:**

Private

**AGENCY:** West Valley City (Utah). Fire Department

**SERIES:** 83416

3

**TITLE:** Vehicle maintenance records

**DATES:** 1981-

**ARRANGEMENT:** Numerical by vehicle number

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These files are used to keep track of all maintenance and repairs to department vehicles. They contain the vehicle number, date of any repairs and maintenance, explanation of repairs.

**RETENTION:**

Retain until disposition of asset

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

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

**APPROVED:** 12/1988

**FORMAT MANAGEMENT:**

Paper: Retain in Office until life of vehicle and then destroy.

**APPRAISAL:**

These records have administrative value(s).

This retention is based on the administrative needs expressed by the office.