



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
 800 E. 17th Avenue
 Columbus, OH 43211-2474

JUL 24 2017

STATE AND LOCAL
 GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)– Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A: Local Government Unit

City of Shaker Heights Fire Department

 (local government entity) (unit)
 Patrick Sweeney Chief of Fire 06/27/17

 (signature of responsible official) (name) (title) (date)

Section B: Records Commission

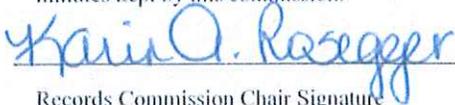
City of Shaker Heights Records Commission 217-491-1410

(telephone number)
 3400 Lee Road Shaker Heights 44120 Cuyahoga
 (address) (city) (zip code) (county)

To have this form returned to the Records Commission electronically, include an email address:

karin.rosegger@shakeronline.com diane.burke@shakeronline.com

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

 July 17, 2017

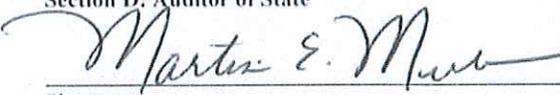
 Records Commission Chair Signature Date

Section C: Ohio History Connection - State Archives

 Local Government Records Archivist 8/1/17

 Signature Title Date

Section D: Auditor of State

 Records Mgr 8-7-17

 Signature Title Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Shaker Heights

Fire Department

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FD17-01	FIRE DEPARTMENT INCIDENT REPORTS (NFIRS) <i>Reports of Fire Department incident responses.</i>	3 years	Paper or Electronic		<input type="checkbox"/>
FD17-02	FIRE INCIDENT REPORTS WITH LOSS <i>Reports of fire incidents incurring significant financial damage.</i>	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
FD17-03	EMS INCIDENT REPORTS <i>Reports relating to EMS patient care.</i>	3 years	Paper or Electronic		<input type="checkbox"/>
FD17-04	FIRE INVESTIGATION REPORTS <i>Reports of fire investigations relating to fire damaged structures including Arson Investigations.</i>	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
FD17-05	ACCIDENT/INJURY REPORTS <i>Documentation of vehicular accidents or damage to city vehicles, including employee injuries</i>	2 years then Personnel File	Paper or Electronic		<input type="checkbox"/>
FD17-06	ACTION PLANS <i>Projected departmental goals.</i>	Permanent	Paper or Electronic		<input type="checkbox"/>
FD17-07	ANNUAL REPORTS <i>Statistical reports relating to department function.</i>	Permanent	Paper or Electronic		<input checked="" type="checkbox"/>
FD17-08	BUILDING PREMISE FILES <i>History of property located in the city by address.</i>	Until superseded	Paper or Electronic		<input type="checkbox"/>
FD17-09	DAILY LOG BOOK <i>Watch Office Log Book.</i>	1 year	Paper or Electronic		<input type="checkbox"/>
FD17-10	DISASTER PLAN <i>Manual of disaster plan for the City including emergency information and places of shelter.</i>	Until superseded	Paper or Electronic		<input type="checkbox"/>
FD17-11	DRUG CHECK-OFF SHEETS <i>Daily check-off of drug box tag for accuracy.</i>	2 years	Paper or Electronic		<input type="checkbox"/>
FD17-12	EMS BILLING AND REVENUE REPORTS <i>Monthly and year-to-date activity reports of amounts billed and receipts collected from patient transports.</i>	1 year	Paper or Electronic		<input type="checkbox"/>
FD17-13	EQUIPMENT INVENTORY <i>Inventory of equipment purchased, including repair and preventive maintenance.</i>	Until superseded or replaced	Paper or Electronic		<input type="checkbox"/>
FD17-14	EXPOSURE TO COMMUNICATIVE DISEASE <i>Reports of employee exposure to potential communicative diseases.</i>	2 years then Personnel File	Paper or Electronic		<input type="checkbox"/>
FD17-15	FIRE CODE VIOLATIONS <i>Violation reports resulting from premise inspections.</i>	1 year after correction	Paper or Electronic		<input type="checkbox"/>
FD17-16	FUEL LEAK TEST REPORTS <i>Monthly printout from electronic fuel inventory system.</i>	2 years	Paper or Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FD17-17	FUEL USE REPORTS <i>Monthly report of fuel consumption.</i>	2 years	Paper or Electronic		<input type="checkbox"/>
FD17-18	GENERAL NOTICES <i>General Notices to department personnel.</i>	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
FD17-19	GENERAL ORDERS <i>General Orders to department personnel.</i>	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
FD17-20	STANDARD OPERATING PROCEDURES AND RULES & REGULATIONS <i>Standard Operating Procedures issued by the Fire Chief to all personnel relating to the operations of the Fire Department.</i>	Until superseded or obsolete	Paper or Electronic		<input type="checkbox"/>
FD17-21	GRIEVANCES <i>Formal complaints received from Local 517.</i>	5 years	Paper or Electronic		<input type="checkbox"/>
FD17-22	HYDRANT MAINTENANCE & TEST RECORDS <i>Reports of fire hydrant maintenance and tests.</i>	10 years	Paper or Electronic		<input type="checkbox"/>
FD17-23	LIFE SAFETY SYSTEM INFORMATION <i>Subscriber information regarding installations, service, payments and removals.</i>	1 year after removal	Paper or Electronic		<input type="checkbox"/>
FD17-24	MANUALS & WARRANTIES <i>Manuals and warranties relating to equipment, small tools and supplies.</i>	Until superseded, obsolete or replaced	Paper or Electronic		<input type="checkbox"/>
FD17-25	EMPLOYEE EMERGENCY NOTIFICATION CARDS <i>Employee notification to designated family members relating to injury or death on duty.</i>	Until superseded or retirement	Paper or Electronic		<input type="checkbox"/>
FD17-26	DAILY CHECKLIST <i>Monthly forms that contain daily checks of vehicles and equipment.</i>	2 years	Paper or Electronic		<input type="checkbox"/>
FD17-27	OVERTIME CARDS <i>Persomel records of overtime selection.</i>	1 year after last entry on card	Paper or Electronic		<input type="checkbox"/>
FD17-28	OVERTIME REPORTS <i>Reports of overtime by pay period, quarterly and five- year comparisons.</i>	2 years	Paper or Electronic		<input type="checkbox"/>
FD17-29	PERMITS <i>Permits issued by the Fire Prevention Bureau for compliance with the Ordinances of the City of Shaker Heights and the State of Ohio.</i>	30 days after expiration	Paper or Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Shaker Heights

Fire Department

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FD17-30	PERSONNEL FILES <i>Employee files relating to hiring, accidents & injuries, disciplinary actions, evaluations, medical information, miscellaneous information, payroll change notices, promotions, demotions, retirement letters and end of employment exit checklists, (other than copies of records held by the Human Resources Dept.).</i>	Duration of employment, then transfer to Human Resources	Paper or Electronic		<input type="checkbox"/>
FD17-31	PUBLIC RECORDS REQUESTS <i>Records of public records requests.</i>	3 years	Paper or Electronic		<input type="checkbox"/>
FD17-32	PURCHASE ORDERS <i>All records relating to purchases including order request forms, quotes, bids, requisitions, packing slips, receiving reports, invoices and payments.</i>	2 years	Paper or Electronic		<input type="checkbox"/>
FD17-33	RECORDS RETENTION DOCUMENTS <i>RC-1, RC-2 and RC-3 schedules submitted to Records Commission, Ohio Historical Society and State Auditor's Office.</i>	25 years	Paper or Electronic		<input type="checkbox"/>
FD17-34	REPAIR ORDERS (VEHICLES & EQUIPMENT) <i>Repair orders submitted for vehicle and equipment repairs.</i>	Service life of vehicle or equipment	Paper or Electronic		<input type="checkbox"/>
FD17-35	REPAIR ORDERS (BUILDING) <i>Work orders submitted to Public Works for station repairs and maintenance.</i>	Until repaired or no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
FD17-36	REQUESTS FOR PROPOSALS (RFP) <i>All records submitted by contractors bidding for a contract with the City.</i>	2 years	Paper or Electronic		<input type="checkbox"/>
FD17-37	PERSONNEL SCHEDULE HISTORY <i>Record of daily attendance (vacation, holiday, sick, etc.) maintained in records management system.</i>	1 year	Paper or Electronic		<input type="checkbox"/>
FD17-38	ABSENTEEISM REPORT <i>Personnel absenteeism document to report absence from work relating to illness or injury.</i>	5 years	Paper or Electronic		<input type="checkbox"/>
FD17-39	SICK TIME REPORT <i>Report of department sick time for personnel by pay period.</i>	1 year	Paper or Electronic		<input type="checkbox"/>
FD17-40	GRANT FILES <i>Records of funds awarded to the city including expenditures and reimbursements from outside agencies.</i>	3 years	Paper or Electronic		<input type="checkbox"/>
FD17-41	TIME DUE RECORD <i>Record of time due earned or used by personnel.</i>	Duration of employment	Paper or Electronic		<input type="checkbox"/>

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City of Shaker Heights
(local government entity)Fire Department
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FD17-42	TRADES OF TIME <i>Document detailing trades of time between fire personnel, including transfers of time to and from comp time banks.</i>	1 year	Paper or Electronic		<input type="checkbox"/>
FD17-43	TRAINING RECORDS <i>Electronic training records maintained in records management system.</i>	1 year	Paper or Electronic		<input type="checkbox"/>
FD17-44	TRAINING FILES <i>Continuing Education Certifications and training certificates relating to training classes, seminars and conferences attended by personnel.</i>	Duration of employment	Paper or Electronic		<input type="checkbox"/>
FD17-45	TRANSITORY RECORDS <i>Correspondence or other records of short-term usefulness, e.g. voicemail, telephone messages, post-it notes, superseded drafts, transmittal documents, schedules, notes, copies of records which originals are stored by other City Departments, and paper records stored electronically or vice versa (as long as the stored record is kept for the scheduled period for that specific record).</i>	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
FD17-46	TRAVEL AUTHORIZATIONS <i>Documentation of approved travel related expenditures and/or reimbursements.</i>	2 years	Paper or Electronic		<input type="checkbox"/>
FD17-47	VEHICLE INFORMATION <i>Bids, specs, repairs, preventive maintenance, etc. for vehicles currently in use by the department.</i>	Service life of vehicle	Paper or Electronic		<input type="checkbox"/>
FD17-48	DEPARTMENT ORGANIZATION DOCUMENTS <i>Logs and forms.</i>	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
FD17-49	HOSE TESTING RECORDS	Service life of hose	Paper or Electronic		<input type="checkbox"/>
FD17-50	GROUND LADDER INSPECTION & TESTING RECORDS	Service life of the ladder	Paper or Electronic		<input type="checkbox"/>
FD17-51	SCBA INSPECTION & BENCH TESTING RECORDS	Service life of the equipment	Paper or Electronic		<input type="checkbox"/>
FD17-52	LICENSE DEA/OHIO BOARD OF PHARMACY	2 years after expiration	Paper or Electronic		<input type="checkbox"/>
FD17-53	FCC LICENSES	1 year after expiration	Paper or Electronic		<input type="checkbox"/>

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See instructions before completing this form.

City of Shaker Heights
(local government entity)

Fire Department
(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FD17-54	VISITOR/OBSERVER/STUDENT RIDER RELEASE FORMS	2 years	Paper or Electronic		<input type="checkbox"/>
FD17-55	LABOR CONTRACT – NEGOTIATION FILES	5 years	Paper or Electronic		<input type="checkbox"/>
FD17-56	MSDS FORMS	Until obsolete or superseded	Paper or Electronic		<input type="checkbox"/>
FD17-57	GENERAL ADMINISTRATIVE FILES	Until no longer of administrative value	Paper or Electronic		<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>