

OKOLONA FIRE PROTECTION DISTRICT RECORD RETENTION & DESTRUCTION POLICY

Okolona Fire Protection District enacts its Records Retention & Destruction Policy on this 10th day of August 2017. It should be noted that this policy is enacted in accordance with the March 7, 2017 Kentucky Local Governments General Records Retention Schedule prepared by the Local Records Branch Archives and Records Management Division. In the event of any question regarding how long to retain any record, the most current version of the Schedule must be consulted.

To destroy any OFPD records the following must occur:

1. Review the above-referenced schedule to determine the length of time to retain records in question.
2. Prepare a list of all records proposed to be destroyed.
3. Forward a copy of the destruction list to the Chief, Board of Trustees and OFPD Attorney.
4. Request that the record destruction list be presented to the Board of Trustees at an official OFPD Board of Trustees meeting.
5. The OFPD Board of Trustees must review the list and vote to destroy or not destroy those records contained in the list. This action must be placed in official OFPD Board of Trustees minutes.
6. Only after OFPD Board of Trustees approval, complete the attached Records Destruction Certificate and forward the same to the Kentucky Department for Libraries and Archives and Records Management Division per the attached instructions.

Actual record destruction is governed by Version 1.0 – Edition of September 2007
Destruction of Public Records: A Procedural Guide:

1. *Paper Records* – Shredding is the most acceptable method. However, cross shredding may be needed for particularly sensitive documents. A contractor could be used for shredding. However, it is advisable that all shredding occur on-site and that a certificate of destruction is obtained from the contractor.
2. *Electronic Media* – Either utilize the most current overwriting methods or physically destroy the media.
3. *Non-Electronic and Non-Paper Media* – Videos, cinematographic film and microforms can be destroyed by shredding, cutting, crushing or chemical recycling.

As of the date of this policy the following records must be maintained for the minimum amount of time as listed below (always check for updates per the above-referenced Schedule and review the Schedule for any records not listed below):

1. Administrative Orders, Secretary of State Reports, Financial Statements to the State Fire Commission, Annual Fire Summary Report, Department Policies and Procedures, Annual Report and Orders (General, Special and Training Bulletin) – PERMANENTLY.
2. Summary Financial Statement and UFIR – THREE YEARS.
3. Dispatch Calls, Station Log Book, Daily Detail Assignment Record, Monthly Activity Reports and Officer's Field Interview Notes – TWO YEARS.
4. Basic Fire Incident Report, Inspections of Property File, Hose Test Report, Ground Ladder Test Report, Aerial Ladder Test Report, Pumper Test Report, Hydrant Flow Test Report and Routine Investigation (non-felony) Files – FIVE YEARS.
5. Felony Investigation Files – EIGHTY YEARS.
6. Monthly Fire Summary Report, Vehicle Maintenance File, Child Safety Seat Education Form, Daily Apparatus Checklist and Officer's Daily Activity Report – ONE YEAR.
7. Insurance Rating Organization File (ISO) – Destroy when superseded or becomes obsolete.
8. Notification of Violation – SEVEN YEARS.
9. Training Records File – In a deviation from the Schedule, keep PERMANENTLY in case any CERS service credit issues ever arise.
10. Personnel File - Keep PERMANENTLY in case any CERS service credit issues ever arise.
11. Employee Disciplinary File – SIXTY YEARS FROM DATE OF FIRST HIRE.
12. Personnel Hazardous Materials Exposure File - In a deviation from the Schedule, keep PERMANENTLY in case any legal action is required from diseases unknown at the time.
13. Personnel Driving Records Check – ONE YEAR.
14. Applications (Persons Not Hired) – TWO YEARS.
15. Workers' Comp File – FIVE YEARS.
16. Position Classification Documents File – PERMANENTLY.

17. Personnel Medical File – THIRTY YEARS after employment termination.
18. Hiring Procedures File – THREE YEARS or after litigation is resolved, whichever is longest.
19. W-9 Forms – FOUR YEARS.
20. Leave Requests, FMLA File, Disability Leave Files, New Hire Report and Benefits File – THREE YEARS.
21. Payroll Register – SEVENTY YEARS.
22. Employer's Quarterly Federal Income Tax Return – FIVE YEARS.
23. 1099 Forms – FOUR YEARS.
24. Official Correspondence – PERMANENTLY.
25. Official Minutes – PERMANENTLY.
26. Real Estate File - PERMANENTLY.
27. Open Records Register and Appeals to the Attorney General – FIVE YEARS.
28. Insurance Policy File – FIVE YEARS after expiration.
29. Meeting Agendas – ONE YEAR.
30. Department for Libraries and Archives Records File - PERMANENTLY.
31. Maps and Plats - PERMANENTLY.
32. Plans, Drawings and Blueprints - PERMANENTLY.
33. Litigation files – TEN YEARS.
34. Special Permits (Fireworks etc.) – TWO YEARS.
35. OSHA Compliance Records – FIVE YEARS.
36. Organizational Charts - PERMANENTLY.
37. Code of Ethics, Ethics Commission Advisory Opinions and Ethics Commission Orders - PERMANENTLY.
38. Funds Ledger - PERMANENTLY.

- 39. Annual Audit - PERMANENTLY.
- 40. Annual Approved Budget - PERMANENTLY.
- 41. Contracts and Agreements – FIFTEEN YEARS after completion.
- 42. Publication of Legal Notices – PERMANENTLY (keep a copy of the Courier-Journal actual advertisement).
- 43. Resolutions - PERMANENTLY.
- 44. W-2 forms – FIVE YEARS.
- 45. Crusade for Children Records and Files - PERMANENTLY.

This policy was approved by the Okolona Fire Protection District Board of Trustees on August 10, 2017.



OFPD – Board of Trustees Chairperson



OFPD – Board of Trustees Secretary

8/10/2017

DATE

RECORDS DESTRUCTION CERTIFICATE INSTRUCTIONS

The Records Destruction Certificate is a fielded Microsoft Word form that should be used by Records Officers to document destruction of records at an agency. A printed copy of the completed and signed form should be sent to the Archives and Records Management Division.

Fill in the data on the Records Destruction Certificate (form ARM 50) as follows:

- **Date:** Enter the month, day, year the Certificate is prepared.
- **Cabinet/Local Jurisdiction:** Enter your agency's cabinet or local jurisdiction.
- **Department/Local Government Office:** Enter the name of department or local government office which falls under the entity listed above.
- **Division:** Name of division which falls under entity listed above.
- **Branch/Unit:** Name of branch or unit which falls under entity listed above.
- **Schedule Date:** The month and year the current Records Retention Schedule for your agency was approved by the State Archives and Records Commission. This information can be found on the signature page which accompanies the retention schedule or the top right-hand side of the first schedule page.
- **Destruction Date:** Indicate the date the records were disposed of.
- **Destruction Method:** Indicate the method used to dispose of the records, i.e., landfill, trash, recycle, shred, etc. using the drop-down menu.
- **Series No.:** Enter the series number from your agency's Records Retention Schedule or applicable general schedules for the record(s) you are destroying. Multiple series can be recorded on the Destruction Certificate.
- **Title of Records:** Enter the title of the record(s) exactly as shown in your agency's Records Retention Schedule, or the appropriate general schedule.
- **Date Span:** Give the inclusive (oldest and most recent) dates of the records destroyed.
- **Volume:** Indicate the amount of each series of records destroyed. This may be in cubic feet (if the records are in paper format), megabytes (if the records are in digital format), or some other unit of measure (for other formats). If the records are in other formats, click the box next to the empty field and complete that field.
- **Total Volume of Records Destroyed:** Enter the total volume of records destroyed.
- **Approvals and Certifications:** Agency Records Officer or records custodian signs and dates the form, certifying destruction of records.

Forward the original signed copy of the Records Destruction Certificate, plus one photocopy, to either the State Records Branch (if it is a state record) or the Local Records branch (if it is a local record) of the Archives and Records Management Division, 300 Coffee Tree Road, P.O. Box 537, Frankfort, Kentucky, 40602. Retain one paper or electronic copy for your agency's files.

Records Destruction Certificate

Kentucky Department for Libraries and Archives, Archives and Records Management Division
 300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602

Date:

Cabinet/Local Jurisdiction:

Department/Local Government Office:

Division:

Branch/Unit:

Schedule Date: Destruction Date: Destruction Method: Recycle

For records destroyed at agency only, per approved retention schedules

| Series No. | Title of Records | Date Span | Volume <input type="checkbox"/> Cubic Feet <input type="checkbox"/> Digital Files <input type="checkbox"/> |
|--|------------------|-----------|---|
| | | | |
| Total Volume of Records Destroyed | | | |

Approvals and Certifications

Before destroying records not listed on the agency's retention schedule or applicable general schedules, approval must be obtained from the State Archives and Records Commission.

I hereby certify that the records described above have been destroyed.

 Records Officer/Custodian Date

ARM USE ONLY

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