

City of Garden Grove Retention Guidelines Fire Department

Record Title	Record Description	Office of Record	Media	Vital	Retention	Code
Administration						
Correspondence	Letters, memos, miscellaneous, not attached to an agreement or project file	Fire	Paper Electronic	No	CU + 2	CU + 2 GC 34090
Emergency Operation Plan	Plan determines actions to be taken by staff of the City of Garden Grove Emergency Organization	Fire	Paper Electronic	Yes	S + 2	S + 2 GC 34090
Employee Files (Non-Safety)	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Fire Human Resources	Paper	No	T + 3	T + 3 29 CFR 1627.3; Labor 1174 & 1198.5; 29 CFR 1602.30 & 32; GC 12946 & 34090; 29 CFR 516.6 et seq.; 45 CFR 168.6(a)
Employee Files (Safety)	Personnel Action Forms (PAF's) and Evaluations. File goes to Human Resources after employee is terminated.	Fire Human Resources	Paper	No	T + 3	T + 3 29 CFR 1627.3; Labor 1174 & 1198.5; 29 CFR 1602.30 & 32; 29 CFR 516.6 et seq.
General Orders	General orders issued by the Fire Chief	Fire	Electronic	Yes	S + 2	S + 2 GC 34090
Grants, successful	Federal and State	Fire City Clerk's	Paper Electronic	No	CL + 5	CL + 5 GC 34090

Retention Code: AC = Active AU = Audit CL = Closed CU = Current Year E = Election L = Life P = Permanent T = Termination S = Supersede

City of Garden Grove Retention Guidelines Fire Department

Record Title	Record Description	Office of Record	Media	Vital	Retention	Code
Grants, unsuccessful	Federal and State	Fire	Paper	No	CL + 2	CL + 2 GC 34090
Subpoenas	Subpoenas for appearances	Fire	Paper Electronic	No	CU + 2	CU + 2 GC 34090
INVESTIGATIONS						
Fatal Fire Investigation Case Files	These case files document all investigations into fires causing fatalities. They may include various report forms, interviews, photographs, newspaper clippings, and other information as necessary to undertake a complete investigation.	Fire	Electronic	Yes	P	P PC 799
Investigations, Evidence Arson	Great bodily harm, inhabited structure or property	Fire	Electronic	Yes	CL + 6	CL + 6 PC 800
Investigations, Evidence Arson	Support prosecution resulting in homicide	Fire	Electronic	Yes	P	P PC 799
Investigative Records, Arson	Records compiled during investigation of fires, may include copies of fire reports, run reports, correspondence, photographs, newspaper clippings, notes, and other information pertinent to the investigation	Fire	Paper Electronic	Yes	CL + 6	CL + 6 PC 800 & 801; UFC 104.32
911 Tapes	Calls made to 911	Metro Net	Electronic	No	CU + 2	CU + 180 days GC 34090.6

Retention Code: AC = Active AU = Audit CL = Closed CU = Current Year E = Election L = Life P = Permanent T = Termination S = Supersede

City of Garden Grove Retention Guidelines Fire Department

Record Title	Record Description	Office of Record	Media	Vital	Retention	Code
OPERATIONS						
Dispatch Log	Printouts or manual logs maintained by the dispatch unit that contains information regarding time, location, and units dispatched in an accident, and other general information.	Metro Net	Electronic	No	CL + 3	CL + 3 GC 34090; CCP 338; CCP 340.5
EMS Run Reports	Pre-hospital care report, which summarizes information contained on the EMS Encounter Form (GSM-17-20). These may be generated for informational purposes to fire administrative personnel.	Fire	Paper Electronic	No	CU + 25	H&S 1797.220; 22 CCR 100170 & 100171
Equipment Run Logs	Log maintained containing summary information regarding each dispatch of equipment within a fire station. The log is generally maintained at the station level.	Metro Net	Paper	No	CU + 2	CU + 2 GC 34090
Fire Reports Incident	Report completed on all incidents involving responses of the fire department personnel. Includes detailed information regarding circumstances of the incident including location, damages, injuries, and possible cause of incident, daily rosters, and public outreach events.	Fire Emergency Reporting System	Electronic	No	CL + 3	CL + 3 GC 34090; CCP 338; CCP 340.5

Retention Code: AC = Active AU = Audit CL = Closed CU = Current Year E = Election L = Life P = Permanent T = Termination S = Supersede

City of Garden Grove Retention Guidelines Fire Department

Record Title	Record Description	Office of Record	Media	Vital	Retention	Code
Hose Test Reports	Routine tests to determine if hoses are in good working condition.	Fire	Paper	Yes	CU + 2	CU + 2 GC 34090
Mutual Aid Files/ CalOES Assistance Documents	State required assistance to statewide fire agencies in response to a major emergency incident or disaster that exceeds the capacity of the local fire agency	Fire	Electronic	No	CL + 3	CL + 3 CCP 338 & 340.5
PREVENTION						
5 Year Certification Information	Copy of certification report. 5 Year and Annual	Sprinkler Co.	Paper Electronic	No Yes	CU + 4 Until Updated	
Fire Department Complaint/Violation File	Notification record of violations and complaints relating to the Fire Safety Code	Fire	Paper Electronic	Yes	CU + 3	
Fire Prevention Bureau (FPB) Invoices, Permits	Permits issued to occupancies. Monthly permit invoices generated – paid/not paid information	Fire	Electronic	Yes	CL + 5	CL+ 5 CFC 104.6; GC 34090
Fire Prevention Bureau and Engine Company Inspections	Inspection information including business name, addresses, occupancy, hazardous materials, and violations (annual and biennial).	Fire	Paper Electronic	Yes	CL + 5	CL+ 5 CFC 104.6; GC 34090
Fireworks	Booth records, name of group, address, and Engine Company inspection.	Fire	Paper Electronic	No	CU + 6	

Retention Code: AC = Active AU = Audit CL = Closed CU = Current Year E = Election L = Life P = Permanent T = Termination S = Supersede

City of Garden Grove Retention Guidelines Fire Department

Record Title	Record Description	Office of Record	Media	Vital	Retention	Code
Hazardous Materials Incident Files	Record of hazardous material incidents, may include hazardous incident reports, copy of fire and rescue reports, narratives, and memos	Fire	Paper	Yes	CU + 30	CU + 30 8 CCR 3204(d)(1) et seq.
Key/Knox Box Records	Order form or on-line notification	Knox Company	Electronic	No	S or L	S or L GC 34090
Occupancy Records	Occupancy records for residential care facilities	Fire	Paper	No	L + 2	L + 2 GC 34090a
Storage Tank Applications and Permit Records	These files contain applications received by the fire department and permits issued to individuals desiring to store flammable liquid or liquid petroleum. Permits are only issued after inspection and approval of tanks.	Fire	Paper		L + 6	

Retention Code: AC = Active AU = Audit CL = Closed CU = Current Year E = Election L = Life P = Permanent T = Termination S = Supersede