

TOPEKA FIRE DEPARTMENT

BUILDING PERMIT RESPONSES

Responses to permit applications. See also Building Inspection

Active: retain while useful; but not more than 4 years
Disposition: destroy

BUILDING PLANS

Includes every building in Topeka with an alarm or fire sprinkler system

Active: while building exists
Disposition: destroy

CALL BACK LIST

Roster of volunteers for overtime

Active: until superceded
Disposition: destroy

CARBON MONOXIDE FILES

Includes Notice of Findings and Checklist for Carbon Monoxide Investigations

Active: 5 years
Disposition: destroy

DISPATCH RECORDS (obsolete record)

Active: 5 years
Disposition: destroy

EQUIPMENT TESTS

Records of pump checks, ladder tests, hose tests, aerial apparatus tests, and self-contained breathing apparatus tests

Active: life of equipment
Disposition: destroy

EXAMS - ENTRANCE

Retain exams in employee personnel file if hired. Retain all others as follows:

Active: until vacancy is filled
Inactive: 6 years
Disposition: destroy

EXAMS - PROMOTIONAL AND PERIODIC

Examinations given to current employees

Active: while individual is employed
Inactive: 5 years
Disposition: destroy
Rationale: K.S.A. 60-511

FIRE HYDRANT MAPS

Displays locations of all hydrants

Active: until superceded

Disposition: destroy

FIRE INSPECTION STREET FILE

Documentation regarding inspections performed by fire department and any related citations. Retain underground tank records permanently. Retain other documents as follows:

Active: while structure exists

Disposition: destroy

FIRE SERVICE CONTRACT BILLING

Annual accounting for fire service contracts

Active: 5 years

Disposition: destroy

FIRE STATION LOG

Daily journal of activity at a fire station

Disposition: permanent

HAZARDOUS MATERIALS EXPOSURE REPORTS

Firefighter medical records, accident and injury reports, exposure reports.

Active: while employed

Inactive: 30 years beyond termination or retirement of employee

INVESTIGATIVE CASE FILES

Retain photographic evidence, pertinent court pleadings, investigator's notes, interviews, and other related documents permanently. Retain physical evidence and copies of documents as follows:

Active: 5 years, if appeal time has run

Disposition: destroy

KANSAS FIRE INCIDENT REPORT

Electronic reports sent to the State Fire Marshal. Includes fire, civilian casualty, and firefighter casualty reports; includes KFIRs daily checksheet

Active: 10 years

Disposition: destroy

KNOX BOX INDEX

Listing of all key boxes and the holders of the keys

Active: until superceded

Disposition: destroy

LOSS/DAMAGE REPORT

Record of tool, equipment, or gear destroyed

Active: until item replaced or decision made to not replace it

Inactive: 3 years

Disposition: destroy

MEDICAL INFORMATION FILES

Includes Exposure Form, Infectious Disease Report, workman's compensation, follow-up medical information, and other related documents; must be retained separately from supervisor's file

Active: while individual is alive

Inactive: 5 years

Disposition: destroy

MONTHLY REPORTS

Internal document to provide Chief with progress on budget goals

Active: until close of subsequent budget process

Disposition: destroy

OFFENSE REPORTS

Reports sent to Kansas Bureau of Investigations

Disposition: permanent

PATIENT REPORTS

Includes first response medical records, patient's refusal of treatment, and other related documents

Active: 5 years

Disposition: destroy

PERMITS - FLAMMABLE & COMBUSTIBLE LIQUID TANK

Includes above or below ground tanks. Retain removal documentation permanently. Retain all other documents as follows:

Active: until tank removed

Inactive: 2 years

Disposition: destroy

PERMITS - GENERAL

Includes propane/liquid propane gas, salvage yard, boxing/wrestling, fireworks, tents, and burning

Active: until expired

Inactive: 2 years

Disposition: destroy

PERSONNEL DATABASE

Perpetual file of status, address, and other related information. This series includes the Retirees List

Active: until superceded

Disposition: destroy

PRE-FIRE PLANS

Fire escape routes, locations of residents, sprinkler systems, and other related documents provided for organization's use

Active: until superceded or obsolete

Disposition: destroy

PROFESSIONAL ORGANIZATION FILES

Active: 3 years

Disposition: destroy

PROPERTY DAMAGE REPORTS

Accidents involving city-owned vehicles or apparatus

Active: 5 years

Disposition: destroy

RESIDENTIAL CARE OCCUPANCY FILES

Includes certificates and licenses which are regulated by Kansas Dept. of Health and Environment

Active: until certificate is expired

Inactive: 5 years

Disposition: destroy

SENIORITY LIST

Electronic list of all active staff and their respective ranking

Disposition: permanent

SHAWNEE COUNTY EMERGENCY PREPAREDNESS PLAN

Active: until superceded

Disposition: destroy

TRAINING COMMITTEE FILE

Includes minutes of meetings

Disposition: permanent - 1 copy

TRAINING RECORDS (BMS and EMS)

Board of Emergency Medical Services

Active: 5 years

Disposition: Destroy

All other Emergency Medical Service

Active: 3 years

Disposition: Destroy

UNIFORM ORDER FORMS

Used by employees to request replacement uniform parts. See Supervisor's File

VOLUNTEER RECORDS

Includes application, job description, training, recruitment records, recognition, KBI background check, Liability Waiver and Emergency Medical Authorization Form, schedule, accomplishments, health screening, address, and related documents

Active: while current

Inactive: 2 years

Disposition: destroy

VOLUNTEER TIME SHEETS

Active: 5 years

Disposition: destroy

ZONING PETITION RESPONSES

Responses to new cases. See also Topeka Planning Department

Active: retain while useful; but not more than 4 years

Disposition: destroy