

# **Schedule 148**

# **LINCOLN FIRE AND RESCUE**

**May 11, 2010**

Nebraska Records Management Division  
440 South 8<sup>th</sup> Street, Suite 210  
Lincoln, NE 68508  
(402) 471-2559

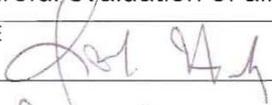
**REQUEST FOR APPROVAL  
OF RECORDS RETENTION  
AND DISPOSITION SCHEDULE**

SCHEDULE	<b>148</b>
AGENCY, BOARD OR COMMISSION	<b>LINCOLN FIRE AND RESCUE</b>
DIVISION, BUREAU OR OTHER UNIT	
Supersedes Edition of October 14, 2009	

**TO: STATE RECORDS ADMINISTRATOR  
STATE OF NEBRASKA**

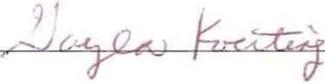
**PART I – AGENCY STATEMENT:**

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE 	
TITLE Assistant Chief	DATE 5/5/10

**PART II – APPROVAL OF STATE ARCHIVES:**

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE 	DATE 5/7/2010
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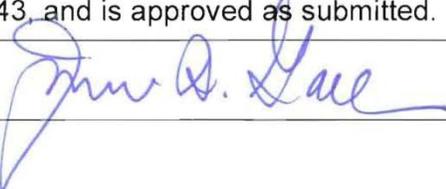
**PART III – APPROVAL OF AUDITOR OF PUBLIC ACCOUNTS:**

The attached schedule has been reviewed, all audit material has been properly identified, and this schedule is approved as submitted.

SIGNATURE 	DATE 5/7/10
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**PART IV – APPROVAL OF STATE RECORDS ADMINISTRATOR:**

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE 	DATE May 11, 2010
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RMA 01005D

## **INSTRUCTIONS FOR USING THIS SCHEDULE**

Records retention and disposition schedules are designed to serve as your records management guideline for storing and disposing of agency records, ***regardless of the media on which they reside***, including paper, microfilm, diskettes, optical disks, CDs, DVDs, servers, computer hard drives, etc. This schedule was written specifically for records unique to your office and the Local Agencies General Records Schedule #24 contains those records common to most local government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

### **DISPOSING OF RECORDS**

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. For records requiring a review of or transfer to the **NE State Historical Society (State Archives)**, your agency is required to contact the State Archives and negotiate the transfer. Additionally, **once the records are accessioned to their collection, they become the property of the State Archives**. The State Archives may remove selected records in accordance with standard archival practices to ensure efficient access, organization and enduring historical value (Nebr. Rev. Stat. §82-107). Please contact their office by calling (402) 471-4783.
4. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. If you wish, you may receive this form electronically by contacting the Records Management Division. This report establishes that the destruction was performed in your normal course of business.

**Please remember to retain the blank form for future use.**

### **NON-SCHEDULED RECORDS**

Contact a Records Management Specialist in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

### **SCHEDULE UPDATE**

It is the responsibility of each agency to periodically update their schedule. A Records Management Specialist in Records Management can assist you with the schedule update, which may involve adding new records series and making revisions to existing items. Keeping your schedule current will ensure you have the ongoing authority to discard records when their useful life has ended.

### **QUESTIONS**

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Specialist in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or microfilming records, scanning records, etc.

**Records Management Division  
440 South 8th Street, Suite 210  
Lincoln, NE 68508-2294  
402-471-2559**

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## **SCHEDULE 148 – LINCOLN FIRE AND RESCUE**

### **148-1 TRAINING DIVISION**

#### **148-1-1 ANNUAL TRAINING CHECKLISTS**

May include check-off sheets for any training sessions firefighters attended during the year or training assignments handed in.

**Dispose of after 3 years.**

#### **148-1-2 TRAINING CURRICULUM**

May include lesson plans used during the year to conduct training sessions or classes for firefighters and any outside agency training.

**Dispose of after 15 years.**

#### **148-1-3 APPRENTICE FILES**

May contain apprentice assignments firefighters are required to complete during the first two years of their employment. See Standards of Apprenticeship, registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor, Section XXV.

**Dispose of after 5 years.**

#### **148-1-4 TRAINING VIDEOS**

May include videotapes, CDs, etc., that are used in the training curriculum.

**Dispose of after 10 years, subject to review by the State Archives for possible accession.**

#### **148-1-5 TRAINING FILES**

May include fire apparatus driving certification tests, Firefighter I and Firefighter II tests, probation tests, other training certifications, make-up training lists for those firefighters off work for an extended period of time with dates of completion.

**Dispose of after 50 years.**

#### **148-1-6 TRAINING ROSTERS**

Lists of attendees at training events.

**Dispose of after 10 years.**

### **148-2 EMERGENCY MEDICAL SERVICES**

#### **148-2-1 AMBULANCE BILLING RECORDS**

Records of the department used by the ambulance division for customer billing purposes.

**Dispose of after 7 years, provided audit has been completed.<sup>1</sup>**

## **148-3 FIRE EMERGENCY AND RESCUE SERVICES**

### **148-3-1 BUSINESS INSPECTION RECORDS**

Filed information sheets used for annual information updates on commercial businesses in the community that Lincoln Fire and Rescue inspects for fire safety awareness.

**Dispose of after 3 years.**

### **148-3-2 URBAN SEARCH AND RESCUE PROGRAM**

Records of the FEMA Urban Search and Rescue (US&R) task force grant, response and other records.

**Dispose of after 10 years, provided audit has been completed.<sup>1</sup>**

### **148-3-3 INCIDENT REPORTS**

Hazmat and other incident reports involving Site Safety and Control Plans. Includes incident number and detailed safety report of involvement with fire personnel, location and steps taken for cleanup of hazardous materials.

**Dispose of after 50 years.**

### **148-3-4 EMPLOYEE RECRUITMENT RECORDS**

Test results and evaluations of potential new employees and employees being considered for promotion.

**Dispose of after 4 years.**

## **148-4 HISTORICAL RECORD**

### **148-4-1 HISTORICAL RECORD**

A variety of documents and other items which pertain to the history of the Division and the Department as a whole.

**Retain permanently.**

#### **NOTES**

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1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

# RECORDS DISPOSITION REPORT

<b>TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8<sup>TH</sup> STREET SUITE 210 LINCOLN, NE 68508-2294</b>	AGENCY
	DIVISION
	SUB-DIVISION

## REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS)	TOTAL VOLUME DISPOSED (SEE REVERSE)

## OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

DATE	SIGNATURE
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**SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.**

RMA 03006D

## VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS ADEQUATE.)**

Container	Cubic Feet	Weight (lbs)	Sheets of Paper (8.5" x 11")	Electronic Data Equivalent
			1	20 Kb
			52	1 Mb (1024 Kb)
			53,687	1 Gb (1024 Mb)
N/A	N/A	2,204 lbs (1 metric ton)	220,000	4.1 Gb
Records center carton	1 Cu. Foot	16.66 lbs	1,667	32 Mb
Vertical File Cabinet, 4 drawer letter-size	6 Cu. Feet	100 lbs	10,000	190 Mb
Vertical File Cabinet, 4 drawer legal-size	8 Cu. Feet	133.3 lbs	13,333	254 Mb
Lateral File, 4 drawer/shelf letter-size	9 Cu. Feet	149.94 lbs	15,003	288 MB
Lateral File, 4 drawer/shelf legal-size	12 Cu. Feet	199.92 lbs	20,004	384 MB
About a pickup load	50 Cu. Feet	7,500 lbs	748,638	14 Gb