



Ohio Historical Society  
 State Archives of Ohio  
 Local Government Records Program

OHIO HISTORY CONNECTION

800 E. 17<sup>th</sup> Avenue  
 Columbus, Ohio 43211-2497

NOV 17 2014

OCT 17 2014

12/18/14

STATE AND LOCAL GOVERNMENT RECORDS  
**RECORDS RETENTION SCHEDULE (RC-2)**

See instructions before completing this form.

**Section A: Local Government Unit**

<u>Mt. Healthy</u> (local government entity)	<u>Fire Department</u> (unit)
<u>Steve Lawson</u> (signature of responsible official)	<u>9/24/14</u> (date)
<u>Steve Lawson</u> (name)	<u>Fire Chief</u> (title)

**Section B: Records Commission**

<u>7700 Perry Street</u> (address)	<u>Mt. Healthy</u> (city)	<u>45231</u> (zip code)	<u>Hamilton</u> (county)
<u>Records Commission</u>		<u>(513) 931-8840</u> (telephone number)	

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

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.

<u>Records Commission Chair Signature</u>	<u>11-12-14</u> Date
---	-------------------------

**Section C: Ohio Historical Society - State Archives**

<u>Government Records Archivist</u> Signature	<u>Government Records Archivist</u> Title	<u>11/20/2014</u> Date
--	--	---------------------------

**Section D: Auditor of State**

<u>Martin E. McBride</u> Signature	<u>12-10-14</u> 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

Mt. Healthy \_\_\_\_\_ 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 OHS- LGRP	(6) RC-3 Required by OHS- LGRP
FD-14-1	Alarm Response Reports	5 years	Electronic		<input type="checkbox"/>
FD-14-2	Annexation Files	Until superseded	Paper		<input type="checkbox"/>
FD-14-3	Arson Reports	50 years appraise for historical value	Electronic		<input checked="" type="checkbox"/>
FD-14-4	Burning Complaint File	1 year	Electronic		<input type="checkbox"/>
FD-14-5	Disciplinary Actions	4 years	Paper		<input type="checkbox"/>
FD-14-6	Disaster Plan	Until superseded	Electronic		<input type="checkbox"/>
FD-14-7	Emergency Medical Services Reports	7 years	Electronic		<input type="checkbox"/>
FD-14-8	Employee Certifications	2 years after employee leaves	Paper		<input type="checkbox"/>
FD-14-9	Employee Training Records	2 years after employmen t ends	Paper		<input type="checkbox"/>
FD-14-10	Fire Code	Until superseded	Electronic		<input type="checkbox"/>
FD-14-11	Fire Incident Reports	10 years	Electronic		<input type="checkbox"/>
FD-14-12	Fire Investigation Files and Index	50 years appraise for historical value	Paper		<input checked="" type="checkbox"/>
FD-14-13	Fire and Loss Record	Permanent	Paper, Electronic		<input type="checkbox"/>

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS- LGRP	(6) RC-3 Required by OHS- LGRP
FD-14-14	Fireworks Application and Permits	1 year after expiration	Paper		<input type="checkbox"/>
FD-14-15	Hydrant Location Record	Permanent	Electronic		<input type="checkbox"/>
FD-14-16	Hydrant Maintenance Record	2 years after test date	Electronic		<input type="checkbox"/>
FD-14-17	Inspection Reports/Cards – all types	3 years	Paper, Electronic		<input type="checkbox"/>
FD-14-18	Medical Records of hired personnel	2 years after employem t ends	Paper		<input type="checkbox"/>
FD-14-19	Mutual Aid Agreements	10 years after superseded	Paper		<input type="checkbox"/>
FD-14-20	Pre-Hire Physicals for non-hires	2 years	Paper		<input type="checkbox"/>
FD-14-21	Radio/Phone Calls/Audio Recordings	30 days then erase and reuse provided no action pending	Electronic		<input type="checkbox"/>
FD-14-22	Standpipe Test	3 years	Paper		<input type="checkbox"/>
FD-14-23	Station House Daily Logs	10 years appraised for historical value	Paper		<input checked="" type="checkbox"/>
FD-14-24	Violation Notices	1 year after violation corrected	Paper		<input type="checkbox"/>
FD-14-25	Water Surveys	3 years	Paper		<input type="checkbox"/>