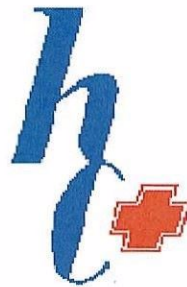


HUNTINGTON COMMUNITY FIRST AID SQUAD

RECORDS RETENTION



DISPOSITION SCHEDULE

TABLE OF CONTENTS

Item	Page
Annual Reports	3
Building	4
Building Permit & Certificate of Occupancy Issuance Records	5
Building Permits	5
Building Records	6
Building Zoning	6
Capital Construction or Improvements Project	6
Correspondence	7
Elections	8
Electronic Data Processing	8
FCC	11
Fiscal	11
Grants	13
Insurance Policies	13
LOSAP	14
Payroll	16
Purchasing	17
Real Property Acquisition or sale file	17
Records: Archival Administration	18
Records Transfer List	18
Tax Forms	19
Vehicles	19

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
Accident Report & related records	3 years or 0 years after individual attains age 21, whichever is later.
Accounting (See Fiscal Section)	
Accreditation Records	Permanent
Acquisition of Property (See Real Property Acquisition)	
Administrative Member Hours	6 years
Administrator's Office Files (Policy Making)	Permanent if significant or 6 years if file documents routine activity.
Advancement Summary	3 years
AED Usage	6 years, or 3 years after 18th birthday, whichever is longer.
Alarm Worksheet	3 years after last entry.
Alcohol or Substance Abuse Rules documentation of violations.	Permanent
ALS Check-Out Sheets	5 years
ALS Preceptor Evaluation	5 years
ALS Training Evaluation	5 years
Ambulance Check-Out Sheets	1 year
Americans with Disabilities (See Complaints)	
Animal Bite Registry	6 years, or 3 years after 18th birthday, whichever is longer.
Annual Reports: summary, review or evaluation with critical info	
-reports which document internal management and housekeeping activities.	6 years
-routine legal, fiscal & administrative information.	6 years
Application for Membership (if joined)	6 years after no longer a member.
Application for Membership (did not join)	3 years
Application Review Checklist (See Application for Membership)	
Architectural Drawings, designs, maps, plans, & photos	Permanent
Asbestos (See Building)	
Attendance Summary	6 years
Audits on financial affairs.	Permanent

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
Audit Records Investigation- non-fiscal (ie. LOSAP) report & recommendation	Permanent
Autolog	0 after information posted to emergency call receipt &/or equipment dispatch record OR 30 days if serious incident.
Awards given (HCFAS or outside agency): Master Summary	Permanent
Awards given (HCFAS or outside agency): Detailed Record	6 years
Banking (See Fiscal Section)	
Benevolent	6 years after final repayment under agreement.
Bid Forms	6 years after expiration or termination or 6 years after final payment under contract, whichever is later.
Board of Fire Underwriters' Certificate	6 years after building no longer exists
Bonds (See Fiscal Section)	
Budget: Annual	Permanent
Budget Preparation Files	6 years
BUILDING	
Asbestos Files (Annual Inspection Report)	40 years after building no longer exists or after all asbestos material is removed from the building.
Asbestos Files: all other records	40 years after building no longer exists or after all asbestos material is removed from the building.
Asbestos: building rehabilitation and reconstruction project files	40 years after building no longer exists or after all asbestos material is removed from the building.
Complaints/Violation Records	6 years after building no longer exists, but not less than 21 years.
Condemnation & Demolition Files	Permanent
Contractors Liability Insurance Records (Certificate of Insurance or Policy)	6 years after denial or expiration of relevant permit.
Contractors Liability Insurance Record (Summary Record & Insurance Coverage)	1 year after superseded or obsolete.

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
Building Inspection Reports (complaints, notice of violation, appeal& review)	6 years after building no longer exists, but not less than 21 years.
Fire Safety Inspection Reports:	
-Master summary Record of inspections performed.	Permanent
-Report on Inspection & notice of violation.	21 years
Master Summary Record (index, log, journal, building code, inspections ETC.)	Permanent
Pesticide (includes herbicide, rodenticide, & disinfectant) Application Record	3 years
Plans, maps, designs, architectural drawings & photos.	Permanent
Security Records (visitor register, security system or false alarm reports)	3 years
Usage File for facility/building (meeting room requests)	6 years
Building Permit & Certificate of Occupancy Issuance Records:	
-Summary of applications for building, plumbing, electrical, demolition.	Permanent
-Log or list recording permits or certificate of occupancy issued.	1 year after last entry in record.
-Permit file for plans, maps, drawings, inspection reports, building, and plumbing.	Permit Granted: 6 years after building no longer exists.
	Permit Denied: 6 years after final decision.
	Application discontinued, lapsed or incomplete: 90 days after date of most recent entry in record.
-Certificate of Occupancy/application (not related to building permit application).	6 years after building no longer exists.
-Construction specifications submitted as part of building application.	6 years after denial of permit or completion of work.
Building Planning:	
Architectural Drawings	Permanent
Comprehensive plan development file	Permanent
Designs	Permanent
Discretionary planning review case file- review carried out	3 years after last entry.
Discretionary planning review case file- no comments by planning agency	1 year after receipt of request to review.

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
Maps	Permanent
Photos	Permanent
Planning Project or Program File	Permanent
Planning Review Case File (Mandatory):	
-application approved or denied	Permanent
-application withdrawn or abandoned	10 years after last entry.
-any other mandatory reviews	6 years after last entry.
-construction specs, receipts, versions of plans & drawings, memos.	6 years after last entry.
Plans	Permanent
Survey Records (completed)	0 after survey results prepared
Building Reports: Maintenance, Testing, Service, Operational & Repair	
-cumulative summary records	6 years after building or other facility no longer in use.
-log, maintenance schedule or similar record of ongoing activity.	6 years after last entry.
-descriptive info on specific equipment or component parts.	6 years after equipment or part no longer in use.
-descriptive info on maintenance personnel, vendors or contractors.	1 year after superseded or obsolete.
-energy Consumption Monitoring Records (electric, fuel, energy audit)	1 year
-inventory of parts, materials & supplies needed for maintenance & repairs.	6 years
-requests for inspection, repair or service, when no work done & no funds.	1 year
-reports and studies relating to Maintenance, Test, Service, Operation & Repair.	6 years after building no longer in use.
Building Zoning:	
Zoning action data file: variances, permits	0 years after no longer needed.
Zoning Maps	Permanent
Zoning Records Change: application, petition, protest, minutes, reports.	Permanent
Zoning Variance or special permit file	Permanent
Zoning Variance file: construction specs, transmittals, plans & drawings, memos	6 years after last entry.
Capital Construction or Improvements Project	
-Feasibility studies, successful bids, plans,	

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
specifications & designs project description, in progress & completion photographs.	6 years after building or facility no longer exists or is no longer owned.
-Unsuccessful bids for which contract not awarded.	6 years
-All records when project is proposed but not undertaken.	6 years after last entry.
Call Receipt Reports/ Dispatch Reports	0 years after no longer needed.
Call Receipt of non-emergency calls: electronic or manual system	1 year
Captain's Attendance Summary	6 years
Certificate of Occupancy	6 years after building no longer exists.
Chief's Orders (Policy Making)	Permanent if significant OR 6 years if file documents routine activity.
Child Abuse Report	3 years
Certificate of Insurance (No Claim)	6 years after expiration or report on examination is filed, whichever is later.
Clean House Report	1 year
Committee List	6 years
Company 8 Shift Completion	6 years
Complaint Records under Americans with Disabilities:	
-Complaint Records (Individual): Employee	6 years after termination of employment.
-Complaint Records (Individual): person other than employee	3 years after date of final entry in record, but not less than 3 years after person attains the age of 18.
Computer-aided Dispatch (CAD)	6 years, or 3 years after 18th birthday, whichever is longer.
Controlled Substance Use	5 years
Correspondence	
-Correspondence: policy, decision making, event, legal precedent or issues.	Permanent
-Correspondence: routine legal, fiscal or administrative information.	6 years
-Correspondence: no fiscal, legal or administrative value (cover letter, invites, fax).	0 years after no longer needed.
Counseling & Incident Review	Permanent
Course & Seminar Reimbursement Request	6 years

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
Crew Leader Trainee Evaluation & Summary	5 years
Data Processing (See Electronic Data Processing)	
Deceased Member Info	0 years
Department of Health Registration	7 years after superseded, revoked, or no longer valid.
Designs, maps, plans, architectural drawings & photos	Permanent
Dispatch Related Reports or Call Receipt	0 years after no longer needed.
Disaster Preparedness or Crisis Relocation Records	3 years after superseded.
Dispatch Training Check-Out Sheet	5 years
Dispatch Work Sheet (handwritten notes)	0 years
Dispatcher Shift Check-Out	1 year
District Reference File (maps, surveys, studies, petitions, public hearings)	Permanent
Drawings of detail: mechanical & electric	6 years after building or facility no longer exists or is no longer owned.
Driver Check-Out Sheets	1 year
Driver Evaluation	5 years
Drivers' License review records for volunteers.	Nothing Reported: 0 years/Something Reported: 3 years
Drug Abuse (substance abuse) rules violations.	Permanent
Duty Tour Schedule (Roster Sheet)	6 years
ELECTION	
-Results of Election (in Minutes)	Permanent
-Sign-In Sheet	1 year after election.
-Tally Sheets	1 year after election.
-Voted Ballot (Absentee Ballot)	1 year after election.
-Voting Machine "Write-In" Roll Sheet	1 year after election.
Electronic Data Processing (Computers/Technology)	
Application development project files:	
-records created and used in development, redesign or modification of an	
-automated system or application including project management records,	
-status reports, draft system, specifications, user requirements, memo, correspondence	3 years after completion of project.
-Audit Trail Files	0 after 3 database/master file backup cycles.

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
-Backup Files for System (master files or database copies, application	
-software, logs, directories & other needs to restore the system in disaster.	0 years after 3 system backup cycles.
-Computer Run Scheduling Records	0 years after end of fiscal year.
-Computer System Security Records	10 yrs after date of last entry.
-Computer Usage Files	0 years after 3 system backup cycles.
-Data Documentation	3 years after discontinuance of system or application but not before system destroyed or transferred.
-Data Processing equipment products and vendors.	0 years after no longer needed for reference.
-Data Processing Operating Procedures: records for procedures for data entry	
operation of computer equipment, production control, tape library, system back-up.	3 years after policy is withdrawn, revised, updated, or superseded.
-Data Processing Unit Subject Files, correspondence, memo, reports & records.	0 years after superseded or obsolete.
-Data Systems Specifications (User Guide)	3 years after discontinuance of system, but not before system data is destroyed or transferred.
-Disaster Preparedness and recovery plans (records on replacement).	0 years after superseded by revised plan
-Employee Internet Use Logs	0 years after 3 backup cycles, but not before any appropriate review and verification.
-Input Documents	0 after all data has been entered into the system and if required, verified
-Internet Services Logs	0 years after 3 system backup cycles, but not before relevant audit and documentation requirements are met.
-Network or Circuit Installation and Service Files	1 year after request is filled or repairs are made.
-Network Site/Equipment Support Files	3 years after creation.
-Network Usage Files	0 years after three system backup cycles after creation.
-Network Usage Reports	1 fiscal year after creation.

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
-Operating Procedures for Data Processing	3 years after procedure is withdrawn, revised, updated, or superseded.
-Plan for information resources management & data processing services	Retain for 3 planning cycles after the plan is completed, superseded, or revised.
-Policies for Data Processing: access & security, system development, data & disposition, & data ownership retention.	3 years after policy is withdrawn, revised, updated, or superseded.
-Site/Equipment Support Files	3 years after creation.
-Software Products and vendors	0 years after no longer needed for reference.
-Specifications for data systems: how it operates, data entry documents user guides & system flowchart.	3 years after discontinuance of system, but not before system data is destroyed or transferred.
-State Contract Reference Files	0 years after no longer needed for reference.
-Tape Library Control Records	0 years after superseded.
-Valid Transaction Files	0 years after 3 database/master file backup cycles.
-Vendors & Products for Data Processing.	0 years after no longer needed for reference.
-Work/Intermediate Files	0 years after no longer needed.
Employee or Volunteer attestation of knowledge of:	
-code of ethics, staff policy manual, computer usage, conflict of interest, harassment, or other official policy or procedures.	3 years after superseded.
Energy Consumption Monitoring Records (electric, fuel, energy audit) and reports showing long-term energy consumption.	1 year
Environmental Studies	Permanent
Evaluation by New York Department Of Health Recertification Report & Inspection.	Permanent
Event File: programs, promotional literature, photos, performances	6 years OR if historical significance retain permanently.
Explorer Post 215- Parental Consent Records	6 years OR 3 years after child attains age 18, whichever is longer.
Exposure Report	40 years after superseded or obsolete. (Held by Exposure Control Officer)

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
Equipment Maintenance, Testing, Service, Operational & Repair Records	6 years after vehicle no longer in use.
FCC (Federal Communications Commission):	
Private radio licensing records	
-Original Application (not created for renewal applications)	5 years after final termination of license or denial of application.
-Renewal application and related records, including copy of license.	5 years after final termination of license or denial of application.
-Request for Frequency Data Research	1 year
-List of locations of radios using local government private radio frequency	0 years after superseded or obsolete.
FCC Log	6 years after last entry.
Field Trip Records (recreation)	6 years
Fire Inspection	Permanent
Fire Records (fire drill report, fire alarm records, fire investigations)	3 years or until all violations noted on report are corrected, whichever is later.
Fire Underwriters' Certificate	6 years after building no longer exists
First Aid Kit Request	Permanent
First Responder Check-Out	3 years
First Responder Sign-Out	0 years
Fund Raising Records	6 years
FISCAL:	
-Audits on financial affairs	Permanent
-Banking Communications: statements, checks, canceled checks, and deposits.	6 years
-"Bond Book" for HCFAS.	Permanent
-"Bond Book" for HCFAS notification of final payment.	Permanent
-Bonds & Notes: Bond issue preparation file	Permanent
-Bonds & Notes: cancellation register & bank statements	6 years after cancellation of last bond or note.
-Budget Preparation Files	6 years
-Budget Annual	Permanent
-Canceled Check (including payroll check)	6 years
-Cash Disbursement Journal	6 years after last entry.
-Cash Receipt Journal	6 years after last entry.

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
-Check Register	6 years after last entry.
-Check Stub	6 years
-Deposit Slip	6 years
-Form 990: Return of Organization Exempt From Income Tax	Permanent
-Form FT 937: Certificate of Exemption for Qualified Hospitals, Volunteer Fire Companies and	
Volunteer Ambulance Services(Sales and Use, Tax on Motor Fuel Tax)	Permanent
-Form FT 500: Application for Refund of Sales Tax Paid on Automotive Fuels	Permanent
-General Journal & related supporting documents	6 years after last entry.
-General Ledger	Permanent
-Grants given, awards, gift files, scholarships given- Master Summary	Permanent
-Grants given, awards, gift files, scholarships given- Detailed Record	6 years
-IRS Determination Letter 501 c(3) Status	Permanent
-Journal of all Fiscal Transactions	6 years after last entry.
-Purchase Journal	6 years after last entry.
-Resolutions for Bank	6 years
-Sales Tax Record	6 years
-Tax Exemption Records: Real Property Tax Exemption Application RP-420 a/b RNW I & II	1 year after superseded or obsolete.
-Tax form 990	Permanent
Forms for Payroll Taxes	
-Form 940: Federal Tax Return (Employers Copy)	5 years after tax paid.
-Form 941E: Quarterly Tax Return	5 years after tax paid.
-Form 1099: US Information Return for Calendar Year	5 years
-Form W-2: Withholding Tax Statement	5 years
-Form W-3: Transmittal of Wages and Tax Statements	5 years
-Form W-4: Withholding Exemption Certificate	5 years after a superseding certificate if filed or employment is terminated.
-Metropolitan Commuter Transportation Mobility Tax	5 years after tax paid.
-New York State Forms: IT 2104, Withholding Taxes, Unemployment	5 years after tax paid.
-NYS-45-MN Quarterly combined withholdings wage reporting and unemployment insurance	5 years after tax paid.
General Meeting Room Use Application	6 years after expiration.

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
Gift/ Longevity Award Files: Master Summary	Permanent
Gift/ Longevity Award Files : Detailed Record	6 years
GRANTS- application, proposal, narrative, evaluation & annual reports	
for grants, background material & supporting documentation.	
-Awarded	6 years after renewal or close of grant.
-Denial of Application	6 years after renewal or close of grant or denial of application.
-Grants given to HCFAS: Master Summary	Permanent
-Grants given to HCFAS: Detailed Record	6 years
Historian Records	Permanent
Hepatitis B Compliance	30 years
Incident Report: theft, arson, vandalism, property damage.	6 years
Information Record (Internal): appointment calendars, travel schedule, routing slips.	0 years after no longer needed.
Inspection for New York Department of Health Recertification Report and Evaluation.	Permanent
INSURANCE POLICIES: (No Outstanding Claims)	
	6 years after expiration or report on examination is filed, whichever is later.
-Portfolio: Building, Equipment, Liability.	6 years after expiration or report on examination is filed, whichever is later or 3 years after child attains age 18, whichever is longer.
-Vehicles	6 years after expiration or report on examination is filed, whichever is later or 6 years after claim settled.
-Umbrella	6 years after expiration or report on examination is filed, whichever is later or 3 years after child attains age 18, whichever is longer.
-VAWBL & Workers Compensation	18 years after expiration.
-Accident & Sickness	18 years after expiration.
-NYS Disability	18 years after expiration.
-VAWBL & Workers Compensation Case Records (Claim Allowed).	18 years after injury or illness but not less than 8 years after last payment.

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
-VAWBL & Workers Compensation Case Records (Claim Disallowed).	18 years after injury or illness.
-Certificates of Insurance (No Claims)	6 years after expiration or report on examination is filed, whichever is later.
Inventory of Supplies.	6 years
Inventory of Vehicles, machinery & equipment.	0 years after superseded by updated inventory, or 6 years after replacement, sale or discontinued of use of all.
Leave of Absence Request	Permanent
Legal agreement: contract, lease & release.	6 years after expiration or termination or 6 years after final payment under contract, whichever is later.
Legal Opinion	Permanent
Local Law: rule, regulation, ordinance, resolution, proclamation or court order.	Permanent
Longevity Award/ Gift Files: Master Summary	Permanent
Longevity Award/ Gift Files : Detailed Record	6 years
LOSAP	
-LOSAP Beneficiary Declaration	Permanent
-LOSAP Individuals Detailed Report	Permanent
-LOSAP Drill Sign-In	Permanent
-LOSAP Duty Tour/ Task	Permanent
-LOSAP Meeting Sign-In	Permanent
-LOSAP Misc. Activity	Permanent
-LOSAP Plan Summary	0 after superseded
-LOSAP Run Work Sheet	Permanent
-LOSAP Summary records Annual	Permanent
-LOSAP Summary records Monthly	Permanent
-LOSAP Training	Permanent
Mailing List (administrative purposes or for billing)	0 years after superseded or obsolete
Maintenance Records: Equipment	6years
Maintenance Records: Vehicles	6 years
Maintenance Request Pad	6years (if no work performed or no fund given: 1 year)
Manual of Procedures, or Policies & Standards.	Permanent
Maps, plans, surveys, designs, architectural drawings & photos.	Permanent

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
Master Street Address Guide(MSAG): road/street names, address ranges	Maintain until 1 year after replaced by superseding Master Street Address Guide.
-Records of updates, corrections & confirmations to Master Street Address Guide.	3 years
-Non-permanent road & street related information (temporary closure of street).	3 years after information becomes invalid.
Medical File	40 years after separation (exposure reports).
Meeting Files (agendas, records, and background material)	1 year
Member (See New Member)	Permanent
Minutes (official)	Permanent
Mutual Aid Request	6 years, or 3 years after 18th birthday whichever is longer.
Mutual Aid Plan	Permanent
New Member Information (accepted)	Permanent
New Member Information (Not-accepted)	3years
New York State Department of Health Registration (Ambulance and Laboratory)	7 years after superseded, revoked, or no longer valid.
New York Department of Health Recertification Report, Evaluation and Inspection	Permanent
Notes & Bonds (See "Fiscal" Section)	
Parental Consent Records- Explorer Post 215	6 years OR 3 years after child attains age 18, whichever is longer.
PCR- Medical, Trauma, Continuation form, EKG strip	6 years, or 3 years after 18th birthday, whichever is longer.
PCR QA/QI Cover Sheet	6 years, or 3 years after 18th birthday, whichever is longer.
Pesticide (includes herbicide, rodenticide, and disinfectant) Application Record	3 years
Pictures for Special Events.	6 years OR if historical significance retain permanently.
Pilot Programs (Policy Making)	Permanent if significant OR 6 years if file documents routine activity.
Plans, maps, designs, architectural drawings & photos (See Building).	
Policies, Procedure & Standards Manual	Permanent
Policy Making Records	Permanent if significant OR 6 years if file documents routine activity.

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
Postal Records (returned registered or certified mail card or receipt)	1 year
Probationary Driver Record of Calls.	Permanent
Probationary Member Check-Out	1 year
Programs, photos & promotional literature for Special Event File.	6 years OR if historical significance retain permanently.
Projects (special) or Program Files	6 years after project or program ends.
Property Acquisition or Regulation File	Permanent
Property Environmental Studies	Permanent
Prospective Member Commitment	Permanent
Publication or Posting Proof (ie. Bond Note)	6 years after issue or increase disapproved or retired.
Public Relation Files	6 years after project or program ends.
Purchase Order	6 years
PAYROLL	
-Payroll: Gross & Net pay, Base pay, Taxes, other Deductions.	55 years
-Year End including detailed information for salary verification for retirement & Social Security Income purposes.	55 years
-Periodic Payroll	6 years
-Periodic Report of wages paid for Social Security & report other adjustments.	6 years after year in which wages were reported.
-Payroll or related Report- for audit or other fiscal purposes.	6 years
-Payroll Record Weekly or Bi-Weekly	6 years
-Payroll changes for employee- summary record	6 years after termination of employment.
-Employee's Time Cards, sheets, or books	6 years
-Employee Absences or Accruals	6 years if not posted to cumulative time summary. 1 year when posted to time summary.
-Employee declaration of intention to accept or reject Social Security	10 years after employee dies or reaches age 75 (whichever is shorter).
-Employee request & authorization given to employee to use sick, vacation, personal, leave or over time.	6 years
-IT 2104	5 years after a superseding certificate is filed or employment is terminated.
-New York State Income Tax Records (Employer's Copy)	5 years after tax was paid.

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
-NYS-45-MN Quarterly combined withholdings wage reporting and unemployment insurance	5 years after a superseding certificate if filed or employment is terminated.
-Metropolitan Commuter Transportation Mobility Tax	5 years after a superseding certificate if filed or employment is terminated.
-Federal Tax Return(Employers Copy)(Form 940) & Quarterly Tax Return (941E)	5 years after tax paid.
-US Information Return for Calendar Year (Form 1099)	5 years
-Withholding Tax Statement (Form W-2)	5 years
-Transmittal of Wages and Tax Statements (Form W-3)	5 years
-Withholding Exemption Certificate (Form W-4)	5 years after a superseding certificate is filed or employment is terminated.
PURCHASING	
-Purchase order or requisition	6 years.
-Purchasing File	6 years after expiration or termination or 6 years after final payment under contract, whichever is later.
-Vendor File	0 years after obsolete.
-Invoice, packing slip, shipping ticket, copy of bill	6 years
-Invoice Register	6 years after last entry.
-List of Purchase Order (PO), claims or contracts.	6 years
-Standing order file	6 years
-Chargeback records	6 years
Raffle or other Fund-Raising game or event records	3 years after event.
Real Property Acquisition or sale file	
-copy of site plan, photographs, and recommendation or justification for acquisition or sale	Permanent
-environmental studies	Permanent
-other records in file	6 years after property no longer owned.
-property Acquisition or Regulation File	Permanent
Recertification Report by New York Department of Health	Permanent
Recordings for Security Purposes (See Security)	
Recording of Voice Conversations (General membership, Board of Director's, Officer's Meetings)	4 months after transcription and/or approval of minutes or proceedings.

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
Records: Archival Administration	
-Documentation (ie. Policy)	Permanent
-Processing papers, drafts, notes and related records (ie. note taking)	0 years after no longer needed.
Records Disposition Documentation	6 years after final disposition of records.
Records: guide,listing or index	0 years after superseded.
Records Inventory	0 years after superseded.
Records Retrieval Request for records in storage.	0 years after return of records, or 3 years after retrieval when records not returned.
Records on USE of archival material (log or register of researchers).	6 years
Records Transfer List:	
-for Archival Records	Permanent
-for Inactive Records	0 years after disposition of records on list.
Red Book Run Log	6 years, or 3 years after 18th birthday whichever is longer.
Registration for New York State Department of Health	7 years after superseded, revoked, or no longer valid.
Reference Letter	Permanent
Request for Purchase Approval (Inventory)	6 years after expiration, termination or final payment.
Responding To Emergencies (RTE): Course Records & Training	5 years
Return of Equipment Form	Permanent
Return to Active Duty	40 years after separation (exposure reports).
Request for Services or Supplies (when no charge back or fee is involved)	0 years after no longer needed.
Review Trainings	7 years
Room Access Key Request	Permanent
Sales Tax Record	6 years
Scene Locator (See Master Street Address Guide)	
Scholarships given- Master Summary	Permanent
Scholarships given- Detailed Record	6 years
Security	
Security Records (visitor register, security system or false alarm reports)	3 years
Security Videotapes or other recording:	

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
-Videotapes/other recording for security: incident warrants retention	3 years, but not until any minor has attained age 21.
-Videotapes or other recording for security purposes: not containing incidents	0 years after no longer needed.
Shift Change Request	Permanent
Signature Card	6 years after authorization expires or is withdrawn.
Software Confidentiality Agreement	Permanent
Special Event File- programs, promotional literature, photos, performances	6 years or if historical significance retain permanently.
Specifications & descriptive information for vehicles or equipment.	6 years after vehicle or equipment no longer in use.
Standards, Policies & Procedure Manual (SOP's)	Permanent
Statistics	6 years
Substance Abuse or Alcohol Rules documentation of violations.	Permanent
Surveys	Permanent
Survey Records (completed)	0 years after survey results prepared.
Tape Recording of communications kept by dispatch unit.	0 years after information on emergency call receipt and/or equipment dispatch received OR 30 days if serious incident.
Tax Forms (also see Fiscal)	
-Tax Exemption Records: Real Property Tax Exemption Application RP-420 a/b RNW I & II	1 year after superseded or obsolete.
-IRS Determination Letter 501 c(3) Status	Permanent
Training (see Course section)	
Transport Request (Accepted)	6 years, or 3 years after 18th birthday, whichever is longer.
Transport Request (Denied)	1 year
Trip Records (recreation)	6 years
Uniform Request	1 year after uniform returned.
Usage File for facility/building	6 years
VAWBL (Claim Allowed).	18 years after injury or illness but not less than 8 years after last payment.
Vehicles	
-Vehicle Check-Out Forms	3 years
-Vehicle Damage Report	6 years

HCFAS Records Retention & Disposition Schedule

Title	Retention Period
-Vehicle, machinery & equipment sale or discard records.	6 years
-Vehicle Maintenance, Testing, Service, Operational & Repair Records.	6 years after vehicle no longer in use.
-Vehicle Specifications from vendor.	6 years after vehicle no longer in use.
-Vehicle Use File	6 years
-Vehicle Warranty received from vendor.	6 years after vehicle no longer in use.
-Vehicle (See Driver Section for more information)	
Videotapes/other recording for security- incident warrants retention.	3 years, but not until any minor has attained age 21.
Videotapes or other recording for security purposes- not containing incidents.	0 years after no longer needed.
Violations of alcohol or substance abuse rules (See Member Files).	Permanent
Visitor register or records	3 years
Voting (See Election section)	
Warranty or Performance Guarantee	6 years after expiration.
Warranty, specifications & descriptive information for vehicle or equipment.	6 years after vehicle or equipment no longer in use.
Workers Compensation Case Records (Claim Allowed).	18 years after injury or illness but not less than 8 years after last payment.
Workers Compensation Case Records (Claim Disallowed).	18 years after injury or illness.
Zoning (See Building section)	
References: <i>Records Retention & Disposition Schedule MU-I</i> Ver.2003 (Referenced Item #) & NYS DOH Bureau of Emergency Medical agencies-08-03	
Note: Records with historical value should be retained permanently	