

STATE OF NEW JERSEY



COUNTY FIRE ACADEMY/COUNTY FIRE MARSHAL

C490000-002



Prepared by:
DORES Records Management Services
33 West State St. 5th Floor, PO Box 661 Trenton NJ 08646-0661
<https://www.nj.gov/treasury/revenue/rms/>
609-292-8711

Records Retention and Disposition Schedule		Agency: C490000	Schedule: 002	Page #:1 of 12
Department:	COUNTY FIRE ACADEMY/COUNTY FIRE MARSHAL	Agency Representative:	James Greschak	
		Title:	Fire Marshal	
		Phone #:		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
			9/17/2020

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Application To The Fire Academy										
0001-0001	Application To The Fire Academy (Successful)					P	6 Years After graduation		Destroy	
0001-0002	Application to the Fire Academy (Unsuccessful)						3 Years		Destroy	
0002-0000	Attendance Record for Recruits --- Daily record of attendance kept for each training class.						6 Years After graduation		Destroy	
0003-0000	Basic Training Record Card --- Contains score results of all areas of training. *Recommend microfilming.		X				75 Years		Destroy	
0004-0000	Commencement Exercises (Original) --- Contains graduation program for the fire academy basic training class.					P	Permanent		Retain at Agency	
0005-0000	Composite Recruit Disposition Report --- Used to provide explanation why recruit was not present in class.						3 Years After graduation		Destroy	
0006-0000	Drug Screening Package --- Contains: drug screening procedure letter, trainee consent form, and drug screening information form.		X				6 Years After graduation or termination		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0007-0000	Examination Answer Sheet --- Used for computer scoring of examinations.						3 Years After graduation		Destroy	
Fire Information Report System (FIRS)										
0008-0001	FIRS - Individual Reports (Copy) --- Includes: Civilian Casualty Report, Fire Fatalities Report, and Fire Incident Report. Used for statistical reporting only. Information regarding each incident is entered onto a database and compiled into a statewide master report.						6 Months After input and verification		Destroy	
0008-0002	FIRS - Individual Reports (Disk/Tape) --- Includes: Civilian Casualty Report, Fire Fatalities Report, and Fire Incident Report. Used for statistical reporting only. Information regarding each incident is entered onto a database and compiled into a statewide master report.						10 Years		Erase	
0008-0003	FIRS - Statewide Master Report (Copy) --- Includes: Civilian Casualty Report, Fire Fatalities Report, and Fire Incident Report. Used for statistical reporting only. Information regarding each incident is entered onto a database and compiled into a statewide master report. Original maintained by Fire Safety, Department of Community Affairs.						10 Years		Destroy	
0009-0000	Fire Official/Fire Inspector Certification File --- Consists of an application for certification to become a Fire Official/Fire Inspector. File contains: application form for initial certification, recertification forms, copies of certificates, licenses and college transcripts, and other supporting documentation.						3 Years After failure to re-certify		Destroy	

Records Retention and Disposition Schedule				Agency: C490000			Schedule: 002		Page #:3 of 12	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0010-0000	Fire Safety Registration Application --- The Uniform Fire Safety Act (N.J.S.A. 52.27D-192 et. seq.) requires the filing of a Life Hazard Use Certificate of Registration form. Application lists: owner information, business information, building owner, miscellaneous information and seasonal information. Also includes: annual life hazard use registration fee receipt, and one time life hazard use certificate of registration.						3 Years After failure to renew; provided all violations have been corrected		Destroy	
0011-0000	Injury/Illness Report --- *Recommend microfilming 3 years after graduation.		X				45 Years		Destroy	
0012-0000	Inspection Report Files --- Files include: annual inspection report; Fire Code Violations (BFS/IN-101-9); Notice of Violations and Order to Correct (BFS/IN-100); Violations (BFS/IN-101-9); correspondence; and other related documents.						10 Years After compliance with recommendations		Destroy	
0013-0000	Instructor's Sign-In Record --- Used for accountability purposes.						6 Years		Destroy	
0014-0001	Medical Entrance Exam Package - County Fire Academy (Successful) --- Contains requirements that must be met prior to entry into the fire academy basic training class.						6 Years After graduation		Destroy	
0014-0002	Medical Entrance Exam Package - County Fire Academy (Unsuccessful) --- Contains requirements that must be met prior to entry into the fire academy basic training class.						3 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Medical Screening Package - New Jersey Fire Training Commission										
0015-0001	Medical Screening Package - New Jersey Fire Training Commission (Successful) --- Medical package is given to applicant to obtain medical clearance prior to participation in the basic course for firemen/firewomen. Package contains: letter to trainee, letter to physician, health history statement, and medical certification form.						6 Years After graduation		Destroy	
0015-0002	Medical Screening Package - New Jersey Fire Training Commission (Unsuccessful) --- Medical package is given to applicant to obtain medical clearance prior to participation in the basic course for firemen/firewomen. Package contains: letter to trainee, letter to physician, health history statement, and medical certification form.						3 Years		Destroy	
0016-0000	Recruit Schedule (Original) --- Fire academy course syllabus.						3 Years After update		Destroy	
0017-0000	Registration Form - Non-Credit and Summer Session (Copy) --- Used to enroll recruits in academy courses that have full time equivalency value. Original maintained at the county college.						6 Years		Destroy	
0018-0000	Rules And Regulation (Original) --- Contains the rules and regulations that govern the fire academy. *Recommend microfilming.		X			P	Permanent		Retain at Agency	
0019-0000	Student Demerit Summary --- Lists the accumulation of demerits on a week by week basis for each recruit.						1 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0020-0000	Alarm Inspections					P	7 Years		Destroy	
0021-0000	Alarm Repairs					P	2 Years		Destroy	
0022-0000	Facility Rental File					P	6 Years		Destroy	
0023-0000	Recruit Training Drill File --- Recruit training drill file includes but is not limited to: names, dates, sign-in sheet and drill- and training-associated materials invoice and paid bill statement.					P	3 Years		Destroy	
0024-0000	Application For Permit File - Short Term Usage --- File contains Application, plans, drawings, and supporting documentation.					P	10 Years From initial and/or renewal date, whichever is longer		Destroy	(N.J.A.C. 5:70-2.7, N.J.A.C. 5:71-3.7(b) 12; N.J.A.C. 52:27D-192)
0025-0000	Applications And Permit Stubs - Short Term Usage --- Includes: Application for Permit and Fire Safety Stubs.					P	6 Years		Destroy	
0026-0000	Arson Investigation File									
0026-0001	Arson Investigative File - Proven --- Contains: investigative, laboratory, and insurance reports; affidavits; dispositions; photographs; and additional documents used to determine the cause and circumstances of a fire or other incident.					P	Permanent		Retain at Agency	
0026-0002	Arson Investigative File - Not Proven --- Contains: investigative, laboratory, and insurance reports; affidavits; dispositions; photographs; and additional documents used to determine the cause and circumstances of a fire or other incident.					P	7 Years		Destroy	
0027-0000	Building Plans And Specifications					P	Life of the structure		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0028-0000	Certificate Of Fire Code Status --- A certificate stating that a facility is or is not in compliance with the Fire Code. Categories include: no violation, violation, fees paid, and fees outstanding.					P	7 Years After payment		Destroy	(N.J.A.C. 5:71-3.7(b) 9; N.J.S.A. 52:27D-192)
0029-0000	Daily Roster					P	As updated		Destroy	
0030-0000	Complaint File					P	7 Years After resolution		Destroy	
0031-0000	Consolidated Report Of Building Fire --- Basic information regarding a building fire: date, time, location, fire type, building type, injuries, fatalities, fire suppression, suppressants used, containment, turnaround time, etc.					P	6 Years		Destroy	
0032-0000	Court Cases (Copy)					P	3 Years After case closed		Destroy	
0033-0000	Dispatcher Daily Call-Out Log					P	6 Years		Destroy	
0034-0000	Egress/Facility Exit Plans					P	As updated		Destroy	
0035-0000	Equipment File									
0035-0001	Equipment File - Annual Inspection					P	7 Days		Destroy	
0035-0002	Equipment File - Monthly Inspection					P	3 Years		Destroy	
0035-0003	Equipment File - Daily Inspection					P	1 Years		Destroy	
0035-0004	Equipment File - Equipment Inventory					P	3 Years After update		Destroy	
0035-0005	Equipment File - Equipment Out Of Service					P	2 Years		Destroy	
0035-0006	Equipment File - Equipment Received					P	2 Years		Destroy	

* P - Public, C - Confidential

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0035-0007	Equipment File - Equipment And Hydrant Repairs					P	2 Years		Destroy	
0035-0008	Equipment File - Damaged Or Lost Equipment					P	6 Years		Destroy	
0035-0009	Equipment File - Extinguishers Recharged					P	2 Years		Destroy	
0035-0010	Equipment File - Test Reports From Fire Protection Equipment Contractors					P	6 Years		Destroy	(N.J.A.C. 5:71-3.7(g))
0035-0011	Equipment File – Equipment Issued					P	3 Years		Destroy	
0036-0000	False Alarms And Needless Calls					P	6 Years		Destroy	
0037-0000	Fee And Penalty Logs --- The Fire Official maintains the following logs: Permit Fee Log, Non-Life Hazard Use Fee and/or Inspection Log, Life Hazard Use Fee Log, Smoke Detector Fee Log, and Penalty Collection Log.					P	6 Years		Destroy	(N.J.A.C. 5:71-3.7(g))
0038-0000	Fire Boat File									
0038-0001	Fire Boat File - Journals					P	Permanent		Retain at Agency	
0038-0002	Fire Boat File - Reports					P	6 Years		Destroy	
0038-0003	Fire Boat Dispatcher Daily Call-Out Log					P	6 Years		Destroy	
0039-0000	Fire Code Violations File --- File pertains to: nature of the violation, specific location, applicable Uniform Fire Code citation, action required for abatement, and abatement date/time.					P	7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)4; N.J.S.A. 52:27D-192)

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0040-0000	Fire Department/Paramedics/Emergency Medical Technician (EMT) Patient Emergency Call Report --- Report pertaining to response to emergency calls. Contains: patient identification information, medical condition/injury, medical treatment, and disposition.					P	10 Years After age 23, whichever is longer		Destroy	
0041-0000	Fire Department Record/Basic Field Incident Report --- Contains individual records of fire calls.					P	6 Years		Destroy	
0042-0000	Fire Losses					P	6 Years		Destroy	
0043-0000	Fire Prevention File --- General reference file pertaining to fire prevention.					P	Periodic review		Destroy	
0044-0000	Fire Safety Permit File --- A permit and supporting fee invoice and financial document file pertaining to: maintenance, storage and/or handling of materials; conduct processes which may produce hazardous conditions and equipment installation process in accordance with the Uniform Fire Code.					P	6 Years After expiration		Destroy	(N.J.A.C. 5:71-3.7(b)13; N.J.S.A. 52:27D-192)
0045-0000	Fire Safety Registration File --- A registration and supporting fee invoice and financial document file for owners of a potential Life Hazard Use Business. In accordance with the Uniform Fire Safety Act, the file contains: registrant identification, fee, invoice, business location, and certification by owner or agent.					P	6 Years After failure to renew; provided all violations have been corrected		Destroy	(N.J.A.C. 5:71-3.7(a); N.J.S.A. 52:27D-201)
0046-0000	Fuel Oil Used					P	2 Years		Destroy	
0047-0000	Hazard Reports					P	7 Years		Destroy	
0048-0000	Index Card File - Fire Marshal Reports					P	Permanent		Retain at Agency	

Records Retention and Disposition Schedule				Agency: C490000			Schedule: 002		Page #:9 of 12	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0049-0000	Inspection Certificate File - Application And Certificate --- Certification file stating that upon completion of inspection, violations cited have been corrected and outstanding fees/penalties paid. (N.J.A.C. 5:71-3.7(b)11;N.J.S.A. 52:27D-192) File also includes application and certificate of Smoke Detector, Carbon Monoxide Alarm, and Kitchen Fire Extinguisher					P	7 Years		Destroy	(N.J.A.C. 5:71-3.7(b)11;N.J.S.A. 52:27D-192) (N.J.A.C. 50:70-2.3, N.J.S.A. 52:27D-198.1)
0050-0000	Inspection Report File									
0050-0001	Inspection Report File - Annual --- Inspection file detailing a property including hazards, smoke detectors, and protection. Report serves as a record of inspection.					P	7 Years		Destroy	(N.J.A.C. 5:71-3.7(b)1; N.J.S.A. 52:27D-192)
0050-0002	Inspection Report File - Quarterly --- Inspection file detailing a property including hazards, smoke detectors, and protection. Report serves as a record of inspection.					P	7 Years		Destroy	(N.J.A.C. 5:71-3.7(b)1; N.J.S.A. 52:27D-192)
0051-0000	Inspections Of Combustibles - Chemical And Flammable					P	7 Years Life of the structure		Destroy	
0052-0000	Investigations Of Fires And Alarms					P	7 Years		Destroy	
0053-0000	Local Enforcing Agency Report File									
0053-0001	Local Enforcing Agency Report File - Annual --- Contains narrative and/or statistical activity that occurred during the year.					P	Permanent		Retain at Agency	(N.J.A.C. 5:71-3.7(a))
0053-0002	Local Enforcing Agency Report File - Quarterly And Monthly					P	3 Years		Destroy	
0053-0003	Local Enforcing Agency Report File - Daily					P	1 Years		Destroy	

Records Retention and Disposition Schedule			Agency: C490000			Schedule: 002		Page #:10 of 12		
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0054-0000	Notice Of Imminent Hazard And Orders To Take Corrective Action File --- A notice issued upon inspection detailing a violation that is a hazard. A written order is issued stating that the building be vacated, closed or removed or the violation be corrected.					P	7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)7; N.J.S.A. 52:27D-192)
0055-0000	Notice Of Violation And Order To Correct File --- A notice issued upon inspection detailing a violation requiring corrective action by the owner. File also includes a written statement of the owner's right to appeal.					P	7 Years After compliance with recommendations		Destroy	((N.J.A.C. 5:71-3.7(b)2; N.J.S.A. 52:27D-207)
0056-0000	Occupant Load Sign --- A sign posted listing the total number of occupants safely allowed within the structure.					P	7 Years After invalid		Destroy	(N.J.A.C. 5:71-3.7(b)14)
0057-0000	Order To Pay Penalty And Abate Violation --- Payment penalty order given to a structure owner who has neither paid the violation nor abated it.					P	7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)4; N.J.S.A. 52:27D-192)
0058-0000	Order To Pay Penalty/Recurring Violation --- Payment penalty order given to a structure owner who has been cited for repeating the same violation they were cited for two years prior.					P	7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)6; N.J.S.A. 52:27D-192)
0059-0000	Orders - Director And Chief --- Contains policy and procedure orders that pertain to the entire department.					P	Permanent		Retain at Agency	
0060-0000	Orders - General --- Contains routine orders that pertain to individual companies.					P	As updated		Destroy	
0061-0000	Outside Fire District Runs - State, County, City					P	6 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0062-0000	Personnel Training File - Firefighter/Emergency Services --- Personnel and training file that may contain but is not limited to the following: Fire Academy Training Records, Emergency Scene Mitigation Training, Fire Suppression Training, Fire Prevention Training, Fire Service Training, and Management/Supervision Training.					P	6 Years From separation from organization		Destroy	
0063-0000	Punitive Closing Order --- An order for a building to be closed due to hazardous conditions until a Certificate of Continued Occupancy be obtained by the owner.					P	7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)8; N.J.S.A. 52:27D-209)
0064-0000	Communications Log					P	3 Years		Destroy	
0065-0000	Recordings Of Dispatches					P	31 Days		Destroy	
0066-0000	Request For Time Extension - Fire Code Violation --- A request to the enforcing agency for an extension to correct a fire code violation.					P	7 Years After compliance with recommendations		Destroy	(N.J.A.C. 5:71-3.7(b)5; N.J.S.A. 52:27D-192)
0067-0000	Runs Report File									
0067-0001	Runs Report File - Annual --- Fire response reports compiled for submission to the National Fire Reporting System (NFRS).					P	Permanent		Retain at Agency	
0067-0002	Runs Report File - Monthly, Weekly And Daily --- Fire response reports compiled for submission to the National Fire Reporting System (NFRS).					P	3 Years		Destroy	
0068-0000	School District Facility/Inspections File					P	23 Years		Destroy	
0069-0000	Sprinkler System Reports					P	7 Years As updated		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0070-0000	Variance Request --- An application from a property owner requesting a variance from the Uniform Fire Code.					P	7 Years		Destroy	(N.J.A.C. 5:71-3.7(b)10; N.J.S.A. 52:27D-200)
0071-0000	Verification/Update Request - Fire Safety Registration --- Used as an addendum for updates to the initial Fire Safety Registration Form for business owners.					P	3 Years After failure to renew; provided all violations have been corrected		Destroy	(N.J.A.C. 5:71-3.7(a); N.J.S.A. 52:27D-201)
0072-0000	Fire Safety Training Program - School District, Public/Private Agencies And General Public With Incident Or Without Incident									
0072-0001	Fire Safety Training Program - School District Parental Permission - Without Incident					P	7 Years		Destroy	
0072-0002	Fire Safety Training Program - School District Parental Permission - With Incident					P	7 Years After graduation		Destroy	
0072-0003	Fire Safety Training Program - Public/Private Agencies And General Public Permission - Without Incident					P	7 Years		Destroy	
0072-0004	Fire Safety Training Program - Public/Private Agencies And General Public Permission - With Incident					P	7 Years		Destroy	
0072-0005	Fire Safety Training Program – Schools, Public/Private Agencies And General Public - Training Materials					P	7 Years		Destroy	