



# Development and Emergency Services Schedule

## Fire Rescue

October 31, 2018

Page 1 of 6

**Schedule Number    Series Title**

**PB153                    Fire Rescue Account Files**

**To record accounting and financial matters.**

MEMO:

This series consists of accounts receivable and payable, mastercard receipts, miscellaneous correspondence, all accounting files and long distance telephone call records. Prior to the 2005 By-Law, this series was titled "Administration Files", and included grievances and management files, which are now included in Series FR012. Under By-Law 026-2007 the total retention for this series was 3 years.

Prior to the reorganization of October 3, 2011, these records were managed as FR001

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS568

Department Retention:            2 Years

Total Retention:                    7 Years

Final Disposition:                Destruction

*Archives Review*

FOI Designation:            A\* - SOME EXEMPTIONS APPLY

**PB154.01                Fire Inspection Files**

**To maintain background information on inspected buildings.**

MEMO:

This series consists of inspection reports, correspondence to property owners, internal memoranda, building specifications and forms part of FDM database system.

Prior to the reorganization of October 3, 2011, these records were managed as FR002.01

AND

Prior to the reorganization of July 1, 2014 these records were managed as CS569.01

Department Retention:

Final Disposition:                Permanent In Office

FOI Designation:            A\* - SOME EXEMPTIONS APPLY

**PB154.02                Fire Reports**

**To provide details of occurrence by fire and rescue teams.**

MEMO:

This series includes details of fire and rescue units involvement / owners and occupants, insurance/damages. Forms part of FDM database system.

Prior to the reorganization of October 3, 2011, these records were managed as FR002.02

AND

Prior to the reorganization of July 1, 2014 these records were managed as CS569.02

Department Retention:

Final Disposition:                Permanent In Office

FOI Designation:            FOI - A FORMAL REQUEST MUST BE SUBMITTED



# Development and Emergency Services Schedule

## Fire Rescue

October 31, 2018

Page 2 of 6

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Schedule Number	Series Title
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<b>PB154.03</b>	<b>Fire Rescue Log Sheets</b>
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**To record all fire dispatches.**

MEMO:

This series consists of daily radio log/occurrence reports which logs dates, shifts, unit No., times of dispatch/arrival/clearance/return, location and nature of dispatch. Forms part of FDM database system.

Prior to the reorganization of October 3, 2011, these records were managed as FR002.03

AND

Prior to the reorganization of July 1, 2014 these records were managed as CS569.03

Department Retention:

Final Disposition: Permanent In Office

FOI Designation: A\* - SOME EXEMPTIONS APPLY

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<b>PB154.04</b>	<b>Fire Rescue Occurrence Reports</b>
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**To provide cross reference to fire reports.**

MEMO:

This series includes date, time periods, platoon, location, responding unit, type of fire/emergency. Forms Part of FDM database system.

Prior to the reorganization of October 3, 2011, these records were managed as FR002.04

AND

Prior to the reorganization of July 1, 2014 these records were managed as CS569.04

Department Retention:

Final Disposition: Permanent In Office

FOI Designation: A\* - SOME EXEMPTIONS APPLY

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<b>PB155</b>	<b>Fire Rescue Operational Files</b>
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**To record daily operations for stations, administration and apparatus.**

MEMO:

This series consists of minutes of meetings, maintenance of fire stations, inventory files and station log books.

Prior to the reorganization of October 3, 2011, these records were managed as FR004

AND

Prior to the reorganization of July 1, 2014 these records were managed as CS570

Final Disposition: Destruction

FOI Designation: A\* - SOME EXEMPTIONS APPLY

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# Development and Emergency Services Schedule

## Fire Rescue

October 31, 2018

Page 3 of 6

**Schedule Number    Series Title**

**PB156                    Fire Rescue Personnel Files**

**To record fire employee personal info.**

MEMO:

This series consists of resumes, certificates, results of tests, probation reports, attendance, injury, vacation/sick leave. Information collected includes name, address, phone no., birthdate, SIN, resumes, certificates, attendance, sick days, vacation days, probation reports, injury reports. Users: Administrative Staff Individuals in Bank: Fire Employees Official Responsible: Fire Chief. These files will become superseded/obsolete when the individuals are terminated.

Prior to the reorganization of October 3, 2011, these records were managed as FR005

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS571.

Department Retention:	1 Year
Total Retention:	75 Years

Retention Condition: RFC - RETENTION APPLIES AFTER FILE CLOSED

Final Disposition: Destruction

FOI Designation: PIB - PERSONAL INFORMATION BANK

**PB157                    Fire Rescue Exams/Reclassification**

**To record exam results and correspondence with Ontario Fire College.**

MEMO:

This series consists of Captain exams, office workshops, Ontario Fire College Info., exam results, evaluations and practical exams.

Prior to the reorganization of October 3, 2011, these records were managed as FR008

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS573

Department Retention:	10 Years
Total Retention:	10 Years
Final Disposition:	Destruction <i>Archives Review</i>

FOI Designation: FOI - A FORMAL REQUEST MUST BE SUBMITTED

**PB158                    Fire Rescue General Records**

**To maintain record of reference and upgrading in training practices.**

MEMO:

This series consists of standard operating procedures, work schedules and standpipe testings.

Prior to the reorganization of October 3, 2011, these records were managed as FR009

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS574

Department Retention:	3 Years
Total Retention:	5 Years
Final Disposition:	Destruction

FOI Designation: A - FULLY ACCESSIBLE



# Development and Emergency Services Schedule

## Fire Rescue

October 31, 2018

Page 4 of 6

**Schedule Number    Series Title**

**PB159                    Fire Rescue Administration Files**

**To maintain a record of daily activities.**

MEMO:

This series consists of minutes of meetings, by-laws, annual reports, Fire Safety reports (handicapped, hazardous goods), camera pamphlets and Board minutes (Provincial), grievances, management files, and the Vickers Station Visitor's Log. Prior to the 2005 by-law, grievances and management files were scheduled under FR001 which was then known as "Administration Files". The Vickers Station Visitor's Log was formerly scheduled under FR021. Under By-Law 56-2004 the retention for this series was 2 years in the department, the total retention was 5 years and the final disposition was destroy subject to review.

Prior to the reorganization of October 3, 2011, these records were managed as FR012

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS576

Department Retention:	2 Years
Total Retention:	5 Years
Final Disposition:	Permanent

FOI Designation:    A\* - SOME EXEMPTIONS APPLY

**PB160                    Fire Safety Plans**

**To maintain a record of fire safety plans for buildings requiring fire alarm systems.**

MEMO:

This series consists of fire safety plans and drawings. Prior to the reorganization of October 3, 2011, these records were managed as FR013

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS577

Department Retention:	5 Years
Total Retention:	5 Years
Final Disposition:	Permanent

FOI Designation:    A\* - SOME EXEMPTIONS APPLY

**PB161                    Fire Inspector's Note Books**

**To maintain a record of fire inspector investigations and inspections.**

MEMO:

This series consists of fire investigations, building inspections, complaints and appointments. Prior to the 2005 By-Law, the department retention for this series was 3 years.

Prior to the reorganization of October 3, 2011, these records were managed as FR014

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS578

Department Retention:	7 Years
Total Retention:	7 Years
Final Disposition:	Destruction

FOI Designation:    A\* - SOME EXEMPTIONS APPLY

*Archives Review*



# Development and Emergency Services Schedule

## Fire Rescue

October 31, 2018

Page 5 of 6

**Schedule Number    Series Title**

**PB162                    Fire Investigation Reports**

**To maintain a record of investigations.**

MEMO:

This series consists of TB2840 Investigation Worksheet, occurrence address, owners name, address, occupant, telephone Nos., insurance agency investigation, police/hydro/natural gas/propane/water info, Fire Marshall investigation remarks.

Prior to the reorganization of October 3, 2011, these records were managed as FR015

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS579

Department Retention:	3 Years
Total Retention:	5 Years
Final Disposition:	Permanent

FOI Designation:    FOI - A FORMAL REQUEST MUST BE SUBMITTED

**PB163                    Fire Inspection Files**

**To provide background info on inspected buildings.**

MEMO:

This series consists of inspection reports, correspondence to property owners, internal memos and building specifications. A combination of textual and computerized records.

Prior to the reorganization of October 3, 2011, these records were managed as FR016

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS580

Department Retention:	3 Years
Total Retention:	5 Years
Final Disposition:	Permanent

FOI Designation:    A\* - SOME EXEMPTIONS APPLY

**PB164                    Fire Rescue Vehicle Defect Report**

**To maintain a record of maintenance and repairs on vehicles and equipment.**

This series consists of TB197-Vehicle Defect Reports (which include Unit ID, odometer readings, motor hours and defect description), service records, repair records, and safety check records. These records will be considered closed when the vehicle or equipment has been disposed of.

This series also included records previously managed as CS582.

Prior to the reorganization of October 3, 2011, these records were managed as FR018.

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS581

Department Retention:	3 Years
Total Retention:	5 Years
Final Disposition:	Destruction

Retention Condition:    RFC - RETENTION APPLIES AFTER FILE CLOSED

FOI Designation:    A\* - SOME EXEMPTIONS APPLY



# Development and Emergency Services Schedule

## Fire Rescue

October 31, 2018

Page 6 of 6

**Schedule Number    Series Title**

**PB165                    Fire Occurrence Sheets**

**To make cross reference to fire reports.**

**Series Closed: 12-31-1996**

MEMO:

This series consists of time reports, platoon, location, responding units, type of fire/emergency. A combination of textual and computerized records.

Series includes additions, errors, and revisions. In 2006, the total retention was increased from 5 years to 25 years.

Prior to the reorganization of October 3, 2011, these records were managed as FR020

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS584

Department Retention:	3 Years
Total Retention:	25 Years

Final Disposition:	Destruction <i>Archives Review</i>
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FOI Designation:    A\* - SOME EXEMPTIONS APPLY

**PB166                    Fire Rescue SAP Payroll Documentation**

**To provide a record of payroll information entered into SAP.**

This series includes time sheets, cheque distribution lists, work schedules and call back forms.

Prior to the reorganization of October 3, 2011, these records were managed as FR022

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS585

Final Disposition:	Destruction
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FOI Designation:    FOI - A FORMAL REQUEST MUST BE SUBMITTED

**PB167                    Fire Prevention Files**

**To document fire prevention activities.**

This Series includes property complaint files and statistics regarding fire prevention. Information collected includes names and addresses of property owners, juvenile offenders and their parents. Users: Fire Services Personnel/Individuals in Bank: Property Owners, Juvenile Offenders Official Responsible: Fire Prevention Clerk

Prior to the reorganization of October 3, 2011, these records were managed as FR023

AND

Prior to the reorganization of July 1, 2014, these records were managed as CS586

Department Retention:	7 Years
Total Retention:	25 Years

Final Disposition:	Destruction
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FOI Designation:    PIB - PERSONAL INFORMATION BANK