Included as one of the many duties of the Port Arthur Fire Chief, was the submission of an annual report to Council.

This series consists of 24 annual reports which generally set out the activities of the department. Some of the information included in these reports are number of alarms answered and types of alarms, total fire loss, largest fire loss, insurance amounts, causes of fires, injuries or deaths involved, accidents and illnesses in the department, inspections, fire prevention, personnel, training, vehicles and equipment, ambulance service and recommendations relating to facilities, equipment and personnel.

Reports are not available prior to 1942 or for the years 1944, 1945, 1948 and 1969.

10 cm of textual material

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Further accruals are not expected.