

LGS-1 Records Common in Fire Districts

- The LGS-1 Retention and Disposition Schedule must be adopted prior to records disposition. In addition, prior to disposition, staff should consult the appropriate LGS-1 Schedule item cited to read full descriptions and review details on notes where indicated.
- Review the LGS-1 Schedule to find records not listed on this document.
- The LGS-1 introduction includes instructions, exceptions to the schedule, a sample resolution for adopting, Archives and other agency contact details.
- LGS-1 HTML and PDF formats: <http://www.archives.nysed.gov/records/local-government-record-schedule/lgs-1-title-page>
- Contact your State Archives Regional Advisory Officer for assistance: <http://www.archives.nysed.gov/directories/rao>

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
GENERAL ADMINISTRATION				
Internal investigation or non-fiscal audit records	Incidents	Report and recommendation resulting from investigation	PERMANENT *See LGS-1 note on related items	25a
Internal investigation or non-fiscal audit records	Incidents	Background materials and supporting documentation	6 years	25b
Local law	Legal	(Including certification that law was properly enacted), rule, regulation, ordinance, resolution, proclamation or court order	PERMANENT	30
Legal agreement	Legal	Including contract, lease, and release involving local government	6 years after expiration or termination or 6 years after final payment under contract, whichever is later *See LGS-1 note on related item	32
Minutes and hearing proceedings of governing body	Meetings/Hearings	of governing body or board, commission or committee thereof including all records accepted as part of minutes	PERMANENT	47

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Minutes and hearing proceedings of NON-governing body	General Administration/Meetings/Hearings	including internal staff committees or teams, inter-agency teams, or entities not covered by Public Officers Law Article 7 (Open Meetings Law), documenting proceedings of meetings, including minutes, agendas, background materials, recordings, and other records: Documenting significant policy or decision making or significant events, or dealing with legal precedents or significant legal issues	PERMANENT	49a
Minutes and hearing proceedings of NON-governing body	General Administration/Meetings/Hearings	Containing routine legal, fiscal or administrative information	6 years	49b
Minutes and hearing proceedings of NON-governing body	General Administration/Meetings/Hearings	Of no fiscal, legal or administrative value	0 after no longer needed	49c
Recording of voice conversations	Meetings/Hearings	including audio and video recordings, stenotype or stenographer's notebook and also including verbatim minutes used to produce official minutes and hearing proceedings, report, or other record	4 months after transcription or minutes are created *See LGS-1 notes on related item and longer retention	51a
Recording of voice conversations	Meetings/Hearings	Other recordings	0 after no longer needed	51b
Manual of procedures, or policies and standards	Office Administration	Involving major procedures, policies and standards affecting local government operations, critical functions or issues of public visibility or concern	PERMANENT	52a
Manual of procedures, or policies and standards	Office Administration	Involving routine day-to-day procedures, policies and standards pertaining to internal administration of a local government	6 years after superseded	52b

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Correspondence	Office Administration	Documenting significant policy or decision making or significant events, or dealing with legal precedents or significant legal issues	PERMANENT	53a
Correspondence	Office Administration	Containing routine legal, fiscal or administrative information	6 years	53b
Correspondence	Office Administration	Of no fiscal, legal or administrative value (including letters of transmittal, invitations and cover letters)	0 after no longer needed	53c
Special project or program files	Office Administration	Including official copy of publications, videotapes, or informational literature prepared for public distribution, background materials and supporting documentation	6 years after project or program ends *See LGS-1 note on longer retention	54
Grant program file	Office Administration	Application, proposal, narrative, evaluation, and annual report for grants that have been awarded	6 years after renewal or close of grant *See LGS-1 note on longer retention	55a
Grant program file	Office Administration	Background material, fiscal records, and supporting documentation for grants that have been awarded and all records relating to grant applications that have been rejected	6 years after renewal or close of grant or denial of application *See LGS-1 note on longer retention	55b
Internal information record	Office Administration	Including but not limited to calendars of appointments, office and travel schedule, memoranda and routing slips, routine internal reports, reviews and plans, used solely to disseminate information or for similar administrative purposes	0 after no longer needed	57
Duplicate copy of record	Office Administration	Created for administrative convenience, except where retention is specified elsewhere in this Schedule	0 after no longer needed	58

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Log or schedule	Office Administration	Used for internal administrative purposes only	0 after no longer needed	59
Mailing list	Office Administration	Used for billing or other administrative purposes	0 after superseded or obsolete	60
List, index or summary	Office Administration	Used for internal administrative convenience or for informational purposes	0 after obsolete	61
Working document	Office Administration	such as draft, worksheet or posting record except worksheets containing fiscal information	0 after no longer needed	62
Official copy of publication	Public Relations	Publications which contain significant information or substantial evidence of plans and directions for government activities, or publications where critical information is not contained in other publications	PERMANENT *See LGS-1 note on related items	68a
Official copy of publication	Public Relations	Publications where critical information is also contained in other publications or reports, publications which document routine activities, publications which contain only routine information, or publications which facilitate access to government information on the internet, such as web pages	0 after no longer needed *See LGS-1 note on longer retention	68b
Daily, weekly, monthly, quarterly or other periodic internal or external report, summary, review, evaluation, log, list, statement or statistics	Public Relations		6 years	73
Annual, special or final report, summary, review or evaluation	Public Relations	Which contain substantial evidence of government policy, procedures, plans and directions	PERMANENT	74a

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Annual, special or final report, summary, review or evaluation	Public Relations	Where critical information is contained in other reports, reports which document internal management and housekeeping activities, or reports which contain only routine legal, fiscal and administrative information	6 years	74b
Complaint, petition or request for service received by local government	Services	Summary record (such as log or register)	6 years after disposition of all complaints, petitions or requests listed *See LGS-1 note on longer retention	77a
Complaint, petition or request for service received by local government	Services	Relating to other than routine services or activities	6 years after final disposition of complaint, petition or request *See LGS-1 note on longer retention	77b
Complaint, petition or request for service received by local government	Services	Relating to routine government services or activities	1 year after final disposition of complaint, petition or request *See LGS-1 note on longer retention	77c
Records disposition documentation	Archives/Records Management	Consent of the Commissioner of Education to the use of records retention and disposition schedules and the legal disposition of records	0 after superseded	88a
Records disposition documentation	Archives/Records Management	Documentation of final disposition of records, describing records disposed of and manner and date of disposition	6 years after final disposition of records *See LGS-1 note on longer retention	88b
Records disposition documentation	Archives/Records Management	Documentation of inadvertent or premature destruction or loss of records	6 years after expiration of original disposition term	88c

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
			*See LGS-1 note on longer retention	
ELECTION				
Voter registration records	Election	Register of voters and pollbook	5 years *See LGS-1 note on longer retention	362a
Voter registration records	Election	Registration challenge records	2 years after receipt or until final decision, whichever is later	362b
Vote recording and tabulating records	Election	Sample ballot	PERMANENT	363a
Vote recording and tabulating records	Election	Voted ballot	1 year after election	363b
Vote recording and tabulating records	Election	Application for absentee ballot	30 days after election	363c
Vote recording and tabulating records	Election	Final election results, including election inspectors' return and statement of canvass (where information is not duplicated in report of final election results) and election result reports from town, city, village, or district clerk, or county board of elections	PERMANENT	363d
Vote recording and tabulating records	Election	intermediate records used to compile final election results, including tally sheets, voting machine tabulation, detailed breakdown of results by wards or election districts and election inspectors' returns and statements of canvass (where information is duplicated in report of final election results)	1 year after election	363e
Vote recording and tabulating records	Election	Unused ballots	6 months after election and, if school election, after	363f

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
			board of education resolution	
Vote recording and tabulating records	Election	Spoiled, voided, or rejected ballots	1 year after election	363g
Election readiness records	Election	Including certification of testing of voting machines, record of ballot delivery, or similar records	1 year after election	364
FISCAL				
Report of audit of financial affairs	Audit	Audit filed pursuant to Section 35, General Municipal Law, conducted by New York State Comptroller's Office or by an outside auditing firm	PERMANENT	472a
Report of audit of financial affairs	Audit	Other external audits	6 years	472b
Report of audit of financial affairs	Audit	Internal audits, conducted by local government officials	6 years	472c
Banking communications	Banking and Investment	Including but not limited to bank statement, reconciliation, or other notice	6 years	475
Cancelled check (including payroll check)	Banking and Investment	Or other instrument of payment or order to fiscal officer to pay when used as a negotiable instrument, including voided check or instances of lost or stolen checks, and misdirected financial institution transactions	6 years	476
Electronic banking	Fiscal/Banking and Investment	Original check, money order, or similar instrument of payment received and kept by local government, scanned and deposited to bank account, or retained by the local government for any other reason	60 days after deposit and verification of account information or no longer needed for any purpose	477
Copy of check or check stub	Banking and Investment		6 years	478

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Depository agreement	Banking and Investment	Including designation of depository, bond or surety, or other record relating to deposition of local government funds	6 years after agreement, contract, designation, bond or surety has expired or been superseded or rescinded	479
Deposit book for checking account	Banking and Investment		6 years after date of most recent entry	480
Deposit slip	Banking and Investment		6 years	482
Annual budget	Budget	Official copy when not included in minutes	PERMANENT	490a
Annual budget	Budget	When budget is included in minutes	0 after officially recorded in minutes	490b
Annual budget	Budget	Reporting office copy	0 after no longer needed	490c
Copies of county, special district, or other budgets	Budget	received and maintained for informational purposes	0 after no longer needed	494
Claim for payment	Claims and Warrants	Approved or disallowed, including claim, vendor's voucher and bill	6 years	495
State or Federal-State reimbursement claim file	Claims and Warrants	Including but not limited to summary and detail of claim, worksheets and other supporting documents	6 years	496
General ledger	General Accounting and Miscellaneous		6 years after last entry *See LGS-1 note on longer retention	502
Subsidiary ledger	General Accounting and Miscellaneous	Providing details of the general ledger accounts	6 years after last entry	503

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
			*See LGS-1 notes on longer retention and related item	
Intermediary fiscal record of receipts and disbursements	General Accounting and Miscellaneous	Including but not limited to detail record, analysis, proof sheet or trial balance worksheet, and adding machine tapes	6 years	512
List or abstract of purchase orders, claims or contracts	General Accounting and Miscellaneous		6 years	513
Payroll	Payroll	Year-end payroll, including detailed information necessary for salary verification for retirement and social security purposes	55 years	524a
Payroll	Payroll	Year-end payroll, including detailed information necessary for salary verification for retirement and social security purposes	55 years	524b
Payroll	Payroll	Year-end payroll, including detailed information necessary for salary verification for retirement and social security purposes	6 years	524c
Payroll	Payroll	Year-end payroll, including detailed information necessary for salary verification for retirement and social security purposes	6 years	524d
Payroll	Payroll	Year-end payroll, including detailed information necessary for salary verification for retirement and social security purposes	0 after warrant authorizing payment of salaries is signed	524e
Payroll	Payroll	Year-end payroll, including detailed information necessary for salary verification for retirement and social security purposes	0 after no longer needed	524f
Purchase order, purchase requisition	Purchasing	Or similar record, used to obtain materials, supplies, or services	6 years	546
Purchasing file	Purchasing	including but not limited to bid (successful, unsuccessful), contract, specifications, requests for proposals, vouchers, bills, and related records, for purchase of materials, equipment,	6 years after completion of purchase or 6 years after final payment	547

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
		supplies and services not connected with capital construction (For capital construction, see items 806 and 1070)	under contract, whichever is later	
Vendor file	Purchasing	Including but not limited to list of vendors doing business with the local government, vendor evaluation forms, price lists or other information received from vendors	0 after obsolete	548
Performance guarantee	Purchasing	Year-end payroll, including detailed information necessary for salary verification for retirement and social security purposes	6 years after expiration	549
Invoice	Purchasing	Packing slip, shipping ticket, copy of bill of lading or similar record used to verify delivery and/or receipt of materials or supplies	6 years	550
Daily, weekly, monthly, quarterly, or other periodic fiscal reports	Reports	Including but not limited to daily funds report, daily cash report, statement of monthly balances, recapitulation of disbursements, and departmental reports	6 years	555
Annual or final fiscal reports	Reports	When report is not included in minutes	PERMANENT	556a
Annual or final fiscal reports	Reports	When report is included in minutes	0 after officially recorded	556b
INSURANCE				
Insurance (including self-insurance) case records	Insurance	Except workers' compensation case record, including but not limited to notice of claim, copies of filed court documents, accident reports, medical reports, motor vehicle reports, appraisal report, copy of check, correspondence, and other supporting documentation	6 years after claim closed, but not until any minor reaches age 21, whichever is later *See LGS-1 note on longer retention	576
Workers' compensation case records (including Volunteer Firefighters Benefit Law)	Insurance	If claim allowed	18 years after injury or illness, but not less than 8 years after last payment	577a

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Workers' compensation case records (including Volunteer Firefighters Benefit Law)	Insurance	If claim disallowed after trial, or case otherwise disposed of without an award after the parties have been given due notice	7 years after injury or illness except the employee injury record must be retained for 18 years after date of accident or injury *See LGS-1 note on related items	577b
Workers' compensation case records (including Volunteer Firefighters Benefit Law)	Insurance	Financial records, including checks or payment confirmation notices	6 years after payment	577c
Insurance policy	Insurance	including but not limited to those covering fire, theft, property damage, personal injury liability, general liability, automobile, cyber liability, insurance of life or property, when no outstanding claims are involved	6 years after expiration	579
Workers' compensation and employer's liability insurance policy	Insurance	When no outstanding claims are involved	18 years after expiration	580
Certificate of insurance	Insurance	when no outstanding claim is involved, except a certificate of insurance certifying as to a security bond or undertaking	6 years after expiration *See LGS-1 note on related items	582
PERSONNEL/CIVIL SERVICE				
Employee benefit records	Personnel	Initial application and any subsequent updates and related records	6 years after termination of employee's, dependent survivor's, or beneficiary's coverage, whichever is later	645a

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Employee benefit records	Personnel	Beneficiary designation or dependent enrollment records	6 years after superseded	645b
Employee benefit records	Personnel	Claim for benefits (copy, where original is submitted directly by employee)	1 year	645c
Employee benefit records	Personnel	Insurance coverage reports, investment statements, and account balances	6 years	645d
Employee benefit records	Personnel	Declination statement filed by employee, including copy of written notification of options provided employee by local government	6 years after termination of employment *See LGS-1 note on longer retention.	645e
Employee benefit records	Personnel	Health insurance buy-out program records, including approval documentation, annual proof of alternate health insurance coverage, and annual waiver forms.	1 year	645f
Employee benefit records	Personnel	Consolidated Omnibus Budget Reconciliation Act (COBRA) compliance records, including but not limited to correspondence, employee notice of qualifying event, records documenting continuation or termination of coverage, and copy of employer notices	6 years	645g
Employee medical records concerning exposure to toxic substances or harmful physical agents NOTE: This item does not include health insurance records, which are covered by item no. 645 or non-medical toxic substance exposure records, which are covered by item no. 654.	Personnel	First aid records of one-time treatment and subsequent observation of minor illnesses and injuries, as defined in 29 CFR 1910.1020 (d-1) (i-B), if made onsite by a non-physician and maintained separately from the employee medical records	3 years after completion of treatment and subsequent observation	661a

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Employee medical records concerning exposure to toxic substances or harmful physical agents	Personnel	Medical records, other than those covered by part "a", including medical questionnaires and histories, the results of medical examinations and laboratory tests, medical opinions, diagnoses and recommendations, first aid records, descriptions of treatments and prescriptions, employee medical complaints, and related records, for employee who worked one year or longer	30 years after termination of employment	661b
Employee medical records concerning exposure to toxic substances or harmful physical agents	Personnel	Medical records, other than those covered by part "a", including medical questionnaires and histories, the results of medical examinations and laboratory tests, medical opinions, diagnoses and recommendations, first aid records, descriptions of treatments and prescriptions, employee medical complaints, and related records, for employee who worked less than one year, provided copies were given to the employee upon termination of employment, pursuant to 29 CFR 1910.1020 (d-1) (i-C). NOTE: If copies are not given to the employee upon termination of employment, the retention specified in part "b," above, must be followed.	3 years after termination of employment	661c
Employee medical records not related to exposure to toxic substances or harmful physical agents	Personnel	Medical records	3 years after termination of employment	662a
Employee medical records not related to exposure to toxic substances or harmful physical agents	Personnel	Records and documents relating to medical certifications, re-certifications or medical histories of employees or employees' family members, created for purposes of Family and Medical Leave Act (FMLA)	3 years	662b

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
PUBLIC PROPERTY AND EQUIPMENT				
Real property acquisition or sale file	Public Property and Equipment	Copy of site or plot plan, photographs, and recommendation or justification for acquisition or sale	PERMANENT	803a
Real property acquisition or sale file	Public Property and Equipment	Other records in file, including but not limited to copy of deed, copy of appraisal or valuation, closing statement, approval for acquisition or sale, memoranda and correspondence	6 years after property no longer owned by local government *See LGS-1 note on related item	803b
Capital construction or public improvement project file	Public Property and Equipment	Feasibility studies; successful bids; plans, specifications and designs; project description; in-progress and completion photographs; inspection reports; environmental impact statement; annual project statement; fiscal and other final reports; significant change orders; and significant correspondence	6 years after building or facility no longer exists or is no longer owned by local government	806a
Capital construction or public improvement project file	Public Property and Equipment	Supplementary documentation	6 years after last entry in project file	806b
Capital construction or public improvement project file	Public Property and Equipment	Unsuccessful bids, to which contract is not awarded	6 years	806c
Capital construction or public improvement project file	Public Property and Equipment	All records, when project is proposed but not undertaken	6 years after last entry	806d
Official plans, maps, designs, architectural drawings, and photographs	Public Property and Equipment	Final or "as built" plans, maps, designs, sketches, architectural drawings and photographs, for significant building or other facility	PERMANENT	807a
Official plans, maps, designs, architectural drawings, and photographs	Public Property and Equipment	Final or "as built" plans, maps, designs, sketches, architectural drawings and photographs, for other than significant building or other facility	6 years after building or facility no longer exists or is no longer owned by local government	807b

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Official plans, maps, designs, architectural drawings, and photographs	Public Property and Equipment	Mechanical, electric and other detailed schematic drawings, not covered by parts "a" or "b," including detailed specifications not appearing on plans, maps, designs, sketches, architectural drawings	6 years after building or facility no longer exists or is no longer owned by local government	807c
Official plans, maps, designs, architectural drawings, and photographs	Public Property and Equipment	Other related non-graphic design file documents, including correspondence, cost estimates, reports, planning studies and other records	6 years after completion of project *See LGS-1 note on longer retention	807d
Official plans, maps, designs, architectural drawings, and photographs	Public Property and Equipment	Template or other similar automated framework or reference files used in conjunction with more specific automated design files	Retain as long as the related specific automated design files are retained	807e
Official plans, maps, designs, architectural drawings, and photographs	Public Property and Equipment	Index or similar record used to locate, identify and access plans, maps, designs, sketches, architectural drawings, photographs and other existing records	Maintain as perpetual data file or other record, deleting information only relating to records that have been disposed of	807f
Property inventory records	Public Property and Equipment	covering buildings, facilities, vehicles, machinery and equipment, including "fixed assets" records	6 years after superseded by updated inventory, or 6 years after replacement, sale, or discontinuance of use of all property listed, whichever is sooner	814
Inventory of supplies	Public Property and Equipment		6 years	815

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Public property sale or discard records	Public Property and Equipment	Except real property, including but not limited to description of property, bids or offers, and receipt of deed of gift	6 years	816
Maintenance, testing, service, operational and repair records for equipment or vehicle	Public Property and Equipment	Cumulative summary record for vehicle or equipment	6 years after vehicle or equipment no longer in use	817a
Maintenance, testing, service, operational and repair records for equipment or vehicle	Public Property and Equipment	Individual report when posted to cumulative summary record	6 years	817b
Maintenance, testing, service, operational and repair records for equipment or vehicle	Public Property and Equipment	Individual report when not posted to cumulative summary record	6 years after vehicle or equipment no longer in use	817c
Maintenance, testing, service, operational and repair records for equipment or vehicle	Public Property and Equipment	Maintenance or repair log or similar record	6 years after last entry	817d
Maintenance, testing, service, operational and repair records for equipment or vehicle	Public Property and Equipment	Reports and studies relating to maintenance, testing, service, operation and repairs for equipment or vehicles	6 years	817e
Maintenance, testing, service, operational and repair records for equipment or vehicle	Public Property and Equipment	Requests for inspection, repair or service, when no work is performed and no funds expended	1 year	817f
Maintenance, testing, service, operational and repair records for equipment or vehicle	Public Property and Equipment	Permits issued to allow vehicles to be used for various purposes, such as waste transport, hazardous materials transport, and oversized loads	0 after expiration of permit	817g
Maintenance, testing, service, operational and repair records for equipment or vehicle	Public Property and Equipment	Vehicle registration records	0 after superseded	817h
Specifications, warranty and descriptive information	Public Property and Equipment	Received from vendor for vehicle or equipment	6 years after vehicle or equipment no longer in use	818

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Consumption and dispensing records	Public Property and Equipment	For fuel, oil, or similar products	6 years *See LGS-1 note on related item	820
Petroleum bulk storage records	Public Property and Equipment	Registration, including application and related records	7 years after expiration or termination of registration or denial of application	823a
Petroleum bulk storage records	Public Property and Equipment	Monthly and ten-year mandatory inspection reports	10 years	823b
Petroleum bulk storage records	Public Property and Equipment	Daily and other periodic inspection reports	1 year	823c
Petroleum bulk storage records	Public Property and Equipment	Test certification for underground storage tank	7 years	823d
Petroleum bulk storage records	Public Property and Equipment	Site assessment and related records, required when an underground storage tank is abandoned	PERMANENT	823e
Petroleum bulk storage records	Public Property and Equipment	Records relating to leakage and spillage	PERMANENT	823f
Petroleum bulk storage records	Public Property and Equipment	Inventory monitoring records	5 years	823g
Petroleum bulk storage records	Public Property and Equipment	Denied registration application and related records	7 years after denial of application	823h
Petroleum bulk storage records	Public Property and Equipment	Records demonstrating compliance with the compatibility requirement if storing regulated substances containing greater than 10 percent ethanol, greater than 20 percent biodiesel or any other regulated substance	Maintain for the life of the storage tank	823i
PUBLIC SAFETY				
Computer-aided dispatch (CAD) or incident data file	ComputerAided Dispatch (CAD)	Containing data on each call received and equipment dispatch or other resulting action taken	3 years *See LGS-1 note on longer retention	1179

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Emergency call receipt and/or equipment dispatch record	Computer0Aided Dispatch (CAD)	When record contains no information on emergency medical treatment of an individual	3 years *See LGS-1 note on longer retention	1180a
Emergency call receipt and/or equipment dispatch record	Computer0Aided Dispatch (CAD)	When record contains information on emergency medical treatment of an individual	6 years, or 3 years after individual attains age 18, whichever is longer	1180b
Geographic Information System (G.I.S.) records used in emergency dispatch process	Computer0Aided Dispatch (CAD)	Street, road right-of-way, road centerline, hydrant, tax parcel or other data layer (official copies maintained and/or updated by dispatching unit)	Maintain as perpetual data files, and 1 year after superseded	1181a
Geographic Information System (G.I.S.) records used in emergency dispatch process	Computer0Aided Dispatch (CAD)	Street, road right-of-way, road centerline, hydrant, tax parcel or other data layers (other than official copies, where official copy is maintained by other unit of local government which maintains the G.I.S.)	0 after no longer needed	1181b
Geographic Information System (G.I.S.) records used in emergency dispatch process	Computer0Aided Dispatch (CAD)	G.I.S. file and process documentation records, covering G.I.S. operations where dispatch unit creates, revises or performs analyses on data layers and related files	Maintain until G.I.S. system used in dispatch is superseded or no longer used	1181c
Communications log	Computer0Aided Dispatch (CAD)	Radio, telephone, alarm or other recording each communication between caller and receiving unit or between dispatch unit and mobile unit or field personnel	3 years after last entry *See LGS-1 note on longer retention	1182
Recording of communications	Computer0Aided Dispatch (CAD)	kept by dispatch unit of law-enforcement agency, fire department or district, emergency medical service or central emergency dispatch unit	0 after information posted to emergency call receipt and/or equipment dispatch record *See LGS-1 note on longer retention	1183

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Call receipt and dispatch related reports	Computer0Aided Dispatch (CAD)	Incident data files submitted to New York Department of State	2 years	1184a
Call receipt and dispatch related reports	Computer0Aided Dispatch (CAD)	Summary data reports and detailed reports containing information of potential legal or fiscal value	6 years	1184b
Call receipt and dispatch related reports	Computer0Aided Dispatch (CAD)	Internal information reports of no legal or fiscal value, such as daily activity reports	0 after no longer needed	1184c
Accreditation records	General	Assessment reports, annual compliance surveys (compliance reports), standard compliance reports, and other correspondence	10 years	1185a
Accreditation records	General	Contents of file folders used to demonstrate compliance with the program, provided they are copies	0 after accreditation period ends or is renewed	1185b
Emergency vehicle, apparatus and equipment records	General	Vehicle upkeep and use records, including records of incidents where vehicle responded and equipment was used	3 years *See LGS-1 note on related items	1186a
Emergency vehicle, apparatus and equipment records	General	Vehicle readiness checklist, or equivalent record, for any emergency vehicle, needed to ensure that necessary equipment and material is in place and in proper order	3 years	1186b
Emergency vehicle, apparatus and equipment records	General	Record of equipment (other than firearms) issued to public safety personnel	1 year after equipment returned or otherwise disposed of	1186c
Training records for law-enforcement officers, E-911, dispatch or fire-fighting personnel	General	individual's record of courses attended and/or completed, including basic information on course content	6 years after individual leaves service *See LGS-1 note on longer retention	1187a

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Training records for law-enforcement officers, E-911, dispatch or fire-fighting personnel	General	Training materials, which address core law enforcement, firefighting, or dispatch activities	40 years	1187b
Training records for law-enforcement officers, E-911, dispatch or fire-fighting personnel	General	Training materials, which address general public safety issues or non-core law enforcement activities	1 year	1187c
Training records for law-enforcement officers, E-911, dispatch or fire-fighting personnel	General	Division of Criminal Justice Services training materials	0 after no longer needed	1187d
Training records for law-enforcement officers, E-911, dispatch or fire-fighting personnel	General	Attendance lists	1 year	1187e
Public safety personnel service data file or equivalent record	General	Summary data on an individual	3 years *See LGS-1 note on related item	1189a
Public safety personnel service data file or equivalent record	General	Detailed data on an individual, when posted to or listed on summary data file or other record	1 year	1189b
Public safety personnel service data file or equivalent record	General	Detailed data on an individual, when not posted to or listed on summary data file or other record	3 years	1189c
Public safety real property data file	General	Basic or "history file" data	Maintain as updated perpetual data file, for as long as system remains in use and property covered comes under service area *See LGS-1 note on longer retention	1190a

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Public safety real property data file	General	Detailed data, including plans and computer-assisted design records	0 after superseded or obsolete	1190b
Public safety real property data file	General	Records of updates and corrections to property data	3 years after update or correction made	1190c
Documentation of macros, queries, and reports	General	Relating to specific case investigation or subject file	Retain as long as the case investigation or subject file for which the documentation is created are retained.	1192a
Documentation of macros, queries, and reports	General	Not relating to specific case investigation or subject file	0 after no longer needed	1192b
Hazardous materials records	General	Hazardous materials location report or exemption filed with fire department or district, or equivalent record	3 years after hazardous materials no longer stored at site *See LGS-1 note on longer retention	1193a
Hazardous materials records	General	Textual reference information containing medical, chemical or other information used to assist dispatchers and responding personnel, and maps of agency/service coverages	3 years after superseded or obsolete	1193b
Hazardous materials records	General	Reports on hazardous materials found in the service area in its entirety, or at specific locations	3 years after hazardous materials listed in report are no longer present at listed sites *See LGS-1 note on longer retention	1193c
Standard Operating Procedures	General	For call receipt and dispatch, including codes, abbreviations and authority file data	PERMANENT *See LGS-1 note on related item	1194

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Reference files on municipalities, districts and volunteer entities in service or neighboring areas	General		0 superseded or obsolete *See LGS-1 note on longer retention	1195
Patient care records	Emergency Medical Services	Ambulance run or prehospital care record created each time a patient is transported by emergency vehicle and/or administered medical treatment	6 years, or 3 years after individual treated and/or transported reaches age 18, whichever is longer	1198a
Patient care records	Emergency Medical Services	Patient care data file, containing medical treatment and/or billing information on individual treated by emergency medical personnel	6 years, or 3 years after individual treated and/or transported reaches age 18, whichever is longer	1198b
Patient care records	Emergency Medical Services	Summary record of all patients treated and/or transported	3 years	1198c
Emergency medical training records	Emergency Medical Services	Application for training or certification filed by individual	6 months	1200a
Emergency medical training records	Emergency Medical Services	Original entry training records, when posted to summary record	1 year	1200b
Emergency medical training records	Emergency Medical Services	Original entry training records, when not posted to summary record	7 years	1200c
Emergency medical training records	Emergency Medical Services	Summary record of training	7 years *See LGS-1 note on longer retention	1200d

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Emergency medical training records	Emergency Medical Services	Course materials, except final or annual reports	7 years after course completed	1200e
Rescue and disaster response reports	Emergency Medical Services	And related records, covering specific incidents	3 years, but not until 3 years after any minor involved attains age 18 *See LGS-1 notes on longer retention and related item	1202
Emergency medical services reports	Emergency Medical Services	Reports containing billing information	7 years	1203a
Emergency medical services reports	Emergency Medical Services	Reports not containing billing information	1 year	1203b
Emergency medical services reports	Emergency Medical Services	Summary data received from New York State Department of Health	0 after no longer needed	1203c
Blotter	Fire Fighting and Prevention	Providing summary information on all significant activities of a fire department or district	PERMANENT	1204
Log	Fire Fighting and Prevention	Journal or similar chronological record of all activity at a fire station	3 years after date of most recent entry	1205
Fire department or district incident listing or report	Fire Fighting and Prevention	When blotter or equivalent record is not kept by department or district	PERMANENT	1206a
Fire department or district incident listing or report	Fire Fighting and Prevention	When incidents listed on printout are also shown on blotter or log	0 after no longer needed	1206b
Fire department or district incident listing or report	Fire Fighting and Prevention	County fire coordinator's, marshal's or emergency services director's information copy Anticipated change:	0 after no longer needed	1206c

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
		Fire department or district incident listing or report, received from or sent to New York State Division of Homeland Security and Emergency Services (previously Office of Fire Prevention and Control)		
Reports on fire-fighting activity, not including incident reports	Fire Fighting and Prevention	Reports dealing with serious incidents or problems, or major issues with long-term implications, such as covering overall status of fire-fighting apparatus, equipment and facilities, fire-fighting readiness capability and personnel performance evaluation, and fire casualty reports	PERMANENT	1207a
Reports on fire-fighting activity, not including incident reports	Fire Fighting and Prevention	Reports on routine activities, including but not limited to daily activity report, daily communications report, false alarm investigation report, and other periodic report, which contain information of legal or fiscal value	6 years	1207b
Reports on fire-fighting activity, not including incident reports	Fire Fighting and Prevention	Reports on routine activities, which do not contain information of legal or fiscal value, and reports which contain information duplicated in reports covered by part "a" or part "b," above	0 after no longer needed	1207c
Reports on fire-fighting activity, not including incident reports	Fire Fighting and Prevention	Informational reports received from county fire coordinator	0 after no longer needed	1207d
Fire investigation records	Fire Fighting and Prevention	First, second or third degree arson investigation records, disaster or casualty investigation records, or records of investigations of major fires or significant fires of suspicious origin	PERMANENT	1208a
Fire investigation records	Fire Fighting and Prevention	Fourth degree arson investigation records	10 years	1208b

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Fire investigation records	Fire Fighting and Prevention	Routine fire investigation records, not covered by parts "a" or "b," above	3 years	1208c
Fire investigation records	Fire Fighting and Prevention	Master summary record of all fire investigations	PERMANENT	1208d
Fire mutual aid plan	Fire Fighting and Prevention	Final plan, including maps and other attachments	PERMANENT	1210a
Burn injury reports	Fire Fighting and Prevention	(cases of victims that sustain substantial 2nd and 3rd degree burns) that medical officials submit to the New York State Office of Fire Prevention and Control	0 after no longer needed	1209
Fire mutual aid plan	Fire Fighting and Prevention	Background materials and supporting documentation used in producing final plan	3 years after final plan completed	1210b
Fire safety inspection records	Fire Fighting and Prevention	Master summary record of inspections performed	PERMANENT	1211a
Fire safety inspection records	Fire Fighting and Prevention	Report on inspection at school, public building, multifamily dwelling, or commercial or industrial facility and notice of violation	21 years	1211b
Fire safety inspection records	Fire Fighting and Prevention	Report on inspection of single family dwelling and notice of violation	6 years	1211c
Fire evacuation plan, disaster response plan, fire drill report, fire safety survey	Fire Fighting and Prevention	But not including mutual aid plan	3 years after superseded or obsolete	1212
Fire hydrant records	Fire Fighting and Prevention	Master record of hydrant locations	0 after superseded	1213a

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
Fire hydrant records	Fire Fighting and Prevention	Installation, repair, location, maintenance, inspection and replacement records	3 years after hydrant replaced, removed or use discontinued	1213b
Copies of volunteer department or organization fund-raising records	Fire Fighting and Prevention	Maintained by municipality or fire district	6 years	1214
Controlled burn records	Fire Fighting and Prevention	covering legally approved burning of leaves and debris permitted by fire department or district	3 years	1215
Length of Service Award Program (LOSAP)	LOSAP	including plan document, trust document, summary of provisions, adoption agreement, point system, and similar documents: Benefit plan (including all revisions and amendments)	0 after superseded and no longer needed to determine benefits	1216a
Length of Service Award Program (LOSAP)	LOSAP	including plan document, trust document, summary of provisions, adoption agreement, point system, and similar documents: Drafts and supporting documentation used in producing and updating plan	1 year	1216b
LOSAP Annual report ("census of members")	LOSAP	who qualify for a year of service credit under Length of Service Award Program (LOSAP) received from third party administrator	0 after superseding report received	1217
LOSAP Summary records of volunteers	LOSAP	listing points earned and providing breakdown of types of services and how points earned under Length of Service Award Program (LOSAP) Annual summary report or listing	55 years	1218a
LOSAP Summary records of volunteers	LOSAP	Monthly or other periodic reports or listings	3 years	1218b
LOSAP records relating to individual volunteer	LOSAP	Records showing points earned and providing breakdown of types of services and how individual earned points	6 years after individual leaves service or program terminated	1219a

SERIES NAME	SUB-SECTION HEADING	DESCRIPTION	RETENTION PERIOD	LGS-1 ITEM NUMBER
LOSAP records relating to individual volunteer	LOSAP	Copy of individual participant statements received from third party administrator	6 years after individual leaves service or program terminated	1219b
LOSAP records relating to individual volunteer	LOSAP	Copy of forms completed for participation including applications, enrollment forms, or similar documents and related records	6 years after individual leaves service or program terminated	1219c
LOSAP records relating to individual volunteer	LOSAP	Beneficiary designation records	0 after superseded or obsolete or contributions paid	1219d
LOSAP records relating to individual volunteer	LOSAP	Records relating to individual's challenge to plan's, department's or district's assignment or of number of points earned	3 years after appeal concluded or other disagreement otherwise resolved	1219e