**LGS-1 Records Common in Fire Districts (updated 2022)**

* 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 [maria.mccashion@nysed.gov](mailto:maria.mccashion@nysed.gov) 518-486-4823 or [recmgmt@nysed.gov](mailto:recmgmt@nysed.gov) for assistance.

| **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 |
| Meeting files of governing body or board or agency, commission, or committee thereof |  | Records not accepted as part of the minutes, including agendas, background materials and other records used at meetings. Appraise for historical value. | 1 year | 48a |
| Meeting files of governing body or board or agency, commission, or committee thereof |  | temporary drafts or personal notes that were not circulated, reviewed, or used to make decisions or complete transactions | 0 after no longer needed | 48b |
| 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 |
| 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 |
| 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 |
| 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 |
| **ARCHIVES/RECORDS MANAGEMENT** | | | | |
| 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  \*See LGS-1 note on longer retention | 88c |
| Records inventory |  |  | 0 after superseded by a new or updated inventory | 89 |
| **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 board of education resolution | 363f |
| 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 |
| 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  \*See LGS-1 notes on longer retention and related item | 503 |
| 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, supplies and services not connected with capital construction (For capital construction, see items 806 and 1070) | 6 years after completion of purchase or 6 years after final payment under contract, whichever is later | 547 |
| 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 |
| 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** | | | | |
| Personnel files (includes volunteers, interns, trustees, and board members) | Personnel | including but not limited to application for employment, resume, results of criminal background check, report of personnel change, evaluation, civil service examination results, notice of resignation or termination, and correspondence | 6 years after termination of employment or appointment | 636b |
| Personnel files (includes volunteers, interns, trustees, and board members) | Personnel | Master summary record from personnel case file, including but not limited to age, dates of employment, job titles and civil service status, if such record exists.  Note: Summary information may exist in an employee roster (see item 656) | PERMANENT | 636a |
| 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 |
| 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 |
| Listing or roster of officials or employees | Personnel | Including names, addresses, titles, and other pertinent information | PERMANENT | 656 |
| 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 |
| 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 |
| **PUBLIC HEALTH** | | | | |
| Negative health screening reports relating to COVID-19 and other screening programs | Public Health/Miscellaneous |  | 30 days | 792d |
| Health screening logs relating to COVID-19 and other screening programs | Public Health/Miscellaneous |  | 30 days | 792e |
| **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 |
| 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 |
| 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 |
| 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 | Computer0Aided 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| 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:  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) | 0 after no longer needed | 1206c |
| 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 |
| 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 |
| 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 |
| 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 |