

**STANDARD-6. EMERGENCY SERVICES RECORDS**

Official records explaining the authority, operating philosophy, purposed methods, and primary functions of emergency services programs.

STANDARD-6: EMERGENCY SERVICES RECORDS		
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS
1.	<b>911 RECORDINGS</b> Tapes, digital recordings, and text messages generated by 911 calls.	Destroy in office after 30 days, if not made part of a case file.*
2.	<b>911 COMMUNICATION RECORDS</b> Transcripts of 911 calls received and computer-aided dispatch (CAD) reports. Reports may list time and date of call, contents of call, location of call, name of unit dispatched, and other related information.	Destroy in office after 3 years, if not made part of a case file.*
3.	<b>911 FILE</b> Information regarding the implementation, training, and operations of the 911 system.	Destroy in office after 5 years.
4.	<b>ACTIVITY REPORTS</b> Reports on an individual, shift, project, and other basis submitted on a daily, weekly, or other basis.	Destroy in office after 3 years.

\*See **AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS**, page vi.

† See signature page. The agency hereby agrees that it will establish and enforce internal policies setting minimum retention periods for the records that Cultural Resources has scheduled with the disposition instruction "destroy when administrative value ends." Please use the space provided.

STANDARD-6: EMERGENCY SERVICES RECORDS			
ITEM #	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	<b>DISASTER AND EMERGENCY MANAGEMENT PLANS</b> Records concerning preparedness, evacuations, and operations in the event of a disaster (natural, accidental, or malicious). Includes, but is not limited to, official copy of comprehensive plan and all background surveys, studies, reports, and draft versions of plans.	Retain plans until superseded; destroy in office background surveys, studies, reports, and drafts 3 years after adoption of plan or when superseded or obsolete, whichever comes first.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of security records.
12.	<b>DISPATCH RECORDINGS</b> Recordings made of activities during an emergency services dispatch.	Destroy in office after 30 days, if not made part of a case file. *	
13.	<b>EMERGENCY NOTIFICATIONS</b> Records of emergency notifications. Includes automatic identification information, such as the name, address, and telephone numbers of telephone subscribers, or the e-mail addresses of subscribers to an electronic emergency notification or reverse 911 system.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §132-1.5 regarding the confidentiality of automatic identification information contained in 911 database.
14.	<b>EVACUATION PLANS</b>	Destroy in office when superseded or obsolete.	
15.	<b>FIRE ALARM AND AUTOMATIC EXTINGUISHER FILE</b> Certificates, licenses, and insurance certificates of companies that perform installations of fire alarm and automatic extinguishing systems.	Destroy in office when superseded or obsolete.	
16.	<b>FIRE ALARM JOURNAL</b> Journal or other listing of alarms answered by the fire department.	Destroy in office after 3 years.	

\*See AUDITS, LITIGATION, AND OTHER OFFICIAL ACTIONS, page vi.

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ITEM #	STANDARD-6: EMERGENCY SERVICES RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
17.	<b>FIRE DISPATCH FILE</b> Records relating to fire dispatch zones. May include maps of fire dispatch zones, census tract information, annexation research, street closings, and other related material.	Destroy in office when superseded or obsolete.	

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**County Management  
Records Retention Schedule Amendment**

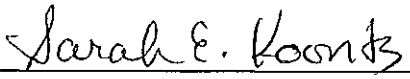
Amending the County Management Records Retention and Disposition Schedule published April 15, 2013.

**STANDARD 6. EMERGENCY SERVICES RECORDS**

Amending Item 1, 911 Recordings as shown on substitute page 43 and Item 13, Emergency Notifications as shown on substitute pages 45 and 45a.

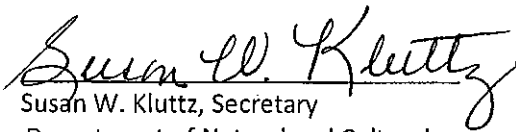
**APPROVAL RECOMMENDED**

\_\_\_\_\_  
Chief Administrative Officer/  
County Manager

  
\_\_\_\_\_  
Sarah E. Koontz, Director  
Division of Archives and Records

**APPROVED**

\_\_\_\_\_  
Chairman  
Board of County Commissioners

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Natural and Cultural  
Resources

County: \_\_\_\_\_

October 1, 2016