

EMERGENCY MANAGEMENT AGENCY

<u>AR #</u>	<u>Title of Records</u>	<u>Retention Schedule</u>
<u>Administration</u>		
13131	Actual Disaster Files (Includes critique)	Permanent or transfer to State Archives.
13132	Administrative Files (Correspondence, private organization publications)	Destroy at discretion of director after review for legal, administrative and historical value.
13133	Ambulance Board Minutes	Permanent.
13134	Ambulance Board Records	Retain 2 years after expiration of contract, then destroy.
13135	Civil Defense Newsletter	Retain 3 years, then destroy.
13136	Emergency Personnel Identification Cards	Retain 1 year after termination from organization indicated, then destroy.
13137	Emergency Plans	Retain until superseded, then destroy at discretion of the director.
13138	Exercise-Disaster File (Includes critique and search and rescue mission records)	Retain 3 years, then destroy.
13139	Helping Hand Program Records (Includes program application and membership lists. Each application is evaluated by the Police Dept.)	Inactive records: retain 3 years, then destroy.
13140	Meeting Minutes: Resource Groups, City Council, County Commissioners, Etc.	Retain 3 years, then destroy.
13145	Meeting Minutes, Survival Council	Permanent or transfer to State Archives.
13141	Peacekeeper Missile Records (Correspondence, impact statements and reports, etc.)	Destroy at discretion.
13142	Personnel Records and Attendance Reports	Retain 5 years, then destroy.
13143	Quarterly Report of Emergency Center Activities	Retain 3 years, then destroy.
13144	Surplus Property Records	Retain 2 years, then destroy.

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<u>AR #</u>	<u>Title of Records</u>	<u>Retention Schedule</u>
<u>Administration (Cont'd)</u>		
13146	Vehicle Registration Records	Retain 3 years after disposal of vehicle, then destroy.
13147	Vendor File (Includes bids, correspondence, product publications, maintenance information, etc.)	Retain 2 years minimum, then destroy.
13148	Vouchers Paid; Duplicate (Green copy)	Retain 1 year, then destroy.
13149	Warning System Fund (A fund totally supported by donations to provide sirens to enhance warning system)	Retain 5 years after closure of account, then destroy.
<u>Emergency 911 Center</u>		
13150	Agency Distribution Call Log a/k/a Call Inventory	Retain 2 years, then destroy if no litigation is pending.
13151	Dictaphone 4000 Tape	Retain 30 days, then reuse if no litigation is pending.
13152	I (Info) Cards	Retain 2 years, then destroy by shredding if no litigation is pending.
13153	I (Info) Card Sheets	Retain 2 years, then destroy if no litigation is pending.
13154	Radio Log Sheets	Retain 2 years, then destroy if no litigation is pending.
13155	Teletype Messages	Retain 2 years, then destroy if no litigation is pending.