



CITY OF DOVER

288 CENTRAL AVENUE
DOVER, NH 03820
WWW.DOVER.NH.GOV
603.516.6000

FIRE AND RESCUE DEPARTMENT DOCUMENT RETENTION AND DISPOSITION SCHEDULE

1. The City of Dover Fire and Rescue Department shall be responsible for administering this schedule and retaining and disposing of records pursuant to this schedule, RSA chapter 33-A, Dover Code Section 33, and any other applicable federal or state law. In the event of any conflict between this schedule and local, state, or federal law, then applicable local, state, or federal law shall control.
2. In administering this retention schedule, reference is made to Dover Code Section 33, and specifically [Section 33-7](#) (“Responsibilities of City departments and agencies”). Fire and Rescue staff shall review this schedule at least annually for necessary updates or changes in applicable law.
3. Where state and federal law each have a retention period, the longer applicable period has been selected below. Where applicable law does not provide a clear retention period, one is selected below either by sufficient analogy to an existing statutory provision (denoted by “Cf.”), or by defaulting to a permanent retention period in the absence of sufficient statutory guidance. Municipal records, for recordkeeping purposes, includes “all municipal records, reports, minutes, tax records, ledgers, journals, checks, bills, receipts, warrants, payrolls, deeds and any other written or computerized material that may be designated by the [Municipal Records Committee].” RSA 33-A:1, IV.
4. While RSA 33-A:5-a, II allows for paper records to be converted to microfilm, the Dover Municipal Records Committee is against, and has not approved, further use of microfilm for archival purposes for this department’s schedule and recordkeeping.
5. Statutory citations refer to statutes in effect as of the date of approval of this schedule. In the event of a change in mandatory state, federal, or local law, such change in law shall supersede this schedule.
6. Documents being retained “as needed for reference” pursuant to this schedule may be destroyed or deleted at the discretion of the Chief of the Fire and Rescue Department with concurrence of the City Clerk. However, litigation holds placed by the City Attorney may override the provisions of this schedule and require retention of specified documents until further directed by the City Attorney.
7. For any document subject to a retention period different than “as needed for reference”, destruction of that document may only occur under the supervision of, and with the concurrence of, the City Clerk, as required by Dover Code Section 33-6(D). Reference is also made to federal law requiring secure disposal of protected health information in both physical and electronic formats. *See* 45 C.F.R. § 164.310(d)(2)(i). A business associate agreement may be required for third-party vendor destruction of confidential medical information.

8. Where a document is electronically stored, the electronically stored document shall be located either (i) in a municipal Information Technology system that is also backed up by the City¹, and/or (ii) by a City vendor who either guarantees the City accessibility of the documents for the duration of the applicable retention period irrespective of whether the City has continued to engage that vendor, or who has agree to provide the City with a copy of the document in archival format as requested or on a recurring schedule. Electronically stored documents subject to a retention period different than “as needed for reference” shall not be located solely on any device’s local drive or solely on a file-sharing or cloud service (e.g., Dropbox) or similar storage method.
9. For any other document not specifically listed on this retention schedule, it is the Department Head’s responsibility to notify the City of Dover Municipal Records Committee of any retention questions and the need, or possible need, for amendment to this schedule.
10. Records related to this department that are stored by another City department are to be addressed in those other departments’ retention and disposition schedules. Such other departments’ obligations (not herein addressed) would include, for example, human resources functions/documents (e.g., for personnel information) and finance function/documents (e.g., for purchases).

¹ The backup copy made by the City’s Information Technology systems should not be relied upon as the sole archival copy. The requirement of a backup is to ensure redundancy.

Category	Record Title or Type	Retention Period	Allowable Format(s)	Citation(s)
Inspection Services	Approved building permit applications with plans/supporting submittals (and approvals)	Permanent	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XV
Inspection Services	Lapsed building permits	Permanent	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XVI
Inspection Services	Withdrawn or denied building permits	Permanent	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XVII
Inspection Services	Application for Certificate of Occupancy (green sign off sheets), Certificate of Occupancy, Certificates of Completion	Permanent	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XV
Inspection Services	Foundation Certifications	Permanent	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XV
Inspection Services	Electrical Permit application with plans/supporting submittals	Permanent	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XV
Inspection Services	Plumbing / Mechanical Permit applications with plans/supporting submittals	Permanent	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XV
Inspection Services	Health License inspection reports (restaurants, schools, temporary establishments; outdoor seating)	3 years	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, L
Inspection Services	Health licenses	Current year plus 6 years	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, LXX
Inspection Services	Sprinkler / Fire Alarm permits and plans/supporting submittals	Permanent	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XV
Inspection Services	Permit Plan Reviews	Permanent	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XV

Inspection Services	Permits of Assembly (POA) & POA inspection reports for restaurants, schools, churches, gathering halls.	Current year plus 6 years	Paper or solely electronic in native file format or PDF/A format	<i>Cf.</i> RSA 33-A:3-a, LXX
Inspection Services	Inspections reports for daycare, childcare, foster Care, or residential placement	3 years	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, L
Inspection Services	Housing standards complaints	Minimum 3 years or longer should an appeal period remain period, in which case retention shall be until expiration of appeal period	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, XLIX; <i>see also</i> RSA 33-A:3-a, L
Inspection Services	Housing standards investigation reports	3 years	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, L
Inspection Services	Housing standards correspondence/letters to owners	3 years	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, L; <i>see also</i> RSA 33-A:3-a, XXVI
Inspection Services	Trailer Park Licensing	Current year plus 6 years	Paper or solely electronic in native file format or PDF/A format	<i>Cf.</i> RSA 33-A:3-a, LXX
Inspection Services	Tattoo parlor inspection reports	3 years	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, L
Inspection Services	Investigation Files for Code Enforcement (including enforcement of all City ordinances and any and all adopted Safety, Fire, Building or other such code)	Permanently	Paper or solely electronic so long as stored in PDF/A format	<i>Cf.</i> RSA 33-A:3-a, LVII, CV & CVI
Inspection Services	Violation Notices	Permanently	Paper or solely electronic so long as stored in PDF/A format	<i>Cf.</i> RSA 33-A:3-a, LVII, CV & CVI

Inspection Services	Public and private school inspection reports submitted to State Fire Marshal's Office	3 years	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, L
Fire-Operational	Calls for service/incident reports (including but not limited to carbon monoxide activations and fire alarm activations)	10 years	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XLVI; <i>see also</i> RSA 33-A:3-a, XL
Fire-Operational	1 st Due Report	10 years	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XLVI; <i>see also</i> RSA 33-A:3-a, XL
Fire-Operational	Fire Investigation -- Advanced Form	Permanent	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:a, LVII
Fire-Operational	Fire Investigation -- Basic Form	Permanent	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:a, LVII
Fire-Operational	Gear cleaning documentation form	Life of equipment	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, XLI
Fire-Operational	Multiple Incident tracking sheet	10 years	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XLVI; <i>see also</i> RSA 33-A:3-a, XL
Fire-Operational	Waiver form	10 years for adults; for minors age of majority plus ten years	Paper or solely electronic so long as stored in PDF/A format	Cf. RSA 91-A:4, VI
Fire-Operational	Dover Fire Was Summoned to Your Premises ("While you were out" form)	10 years	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XLVI; <i>see also</i> RSA 33-A:3-a, XL
Fire-Operational	Equipment forms for maintenance, testing, calibration, or checks	Life of equipment	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, XLI

Fire-Training	Training log (online form)	By employee; retirement or termination, plus 20 years	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XCVI
EMS	All non-medical, HIPAA-related documents, including policies, procedures, or other actions/activities/assessments required to be documented by HIPAA	6 years from the date of creation or date last in effect, whichever is later	Paper or solely electronic in native file format or PDF/A format	45 C.F.R. § 164.316(b)(ii)
EMS	Patient Care Reports; Medicaid Ambulance Necessity Form; EMS Payment Authorization Form; PHI – HIPAA form	10 years	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XL; <i>see also</i> RSA 33-A:3-a, XLVI
EMS	Patient Information Drop Off	10 years	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XL; <i>see also</i> RSA 33-A:3-a, XLVI
EMS	WDH Emergency Transfer Form	10 years	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XL; <i>see also</i> RSA 33-A:3-a, XLVI
EMS	Treatment/Transport refusal	10 years	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XL; <i>see also</i> RSA 33-A:3-a, XLVI
EMS	Daily check forms (Autopulse; Controlled Drug Accountability; Controlled Drug Tracking; Blood Glucose Monitor Testing; Nitrous Oxide Accountability)	Life of equipment	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, XLI <i>see also</i> RSA 33-A:3-a, XLVI
EMS	Clinical Rider Agreement	Adults 10 years; minors until age of majority plus ten years	Paper or solely electronic so long as stored in PDF/A format	<i>Cf.</i> RSA 33-A:3-a, XXVII; RSA 91-A:4, VI
EMS	EMS Rider Waiver of Liability Form	Adults 10 years; minors until age of majority plus ten years	Paper or solely electronic so long as stored in PDF/A format	<i>Cf.</i> RSA 33-A:3-a, XXVII; RSA 91-A:4, VI
General Administrative	E-911 correspondence and notices	Permanent	Paper or solely	<i>Cf.</i> RSA 106-

			electronic so long as stored in PDF/A format	H:14; RSA 33-A:3-a, VIII
General Administrative	Transitory Correspondence (emails, letters, texts, etc.)	As needed for reference	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, XXVII
General Administrative	General Correspondence non-transitory (emails, letters, texts, etc.)	Minimum of 1 year, unless it relates to another category of document in this schedule with a longer period, or if needed for reference in connection with an ongoing project, incident, claim, grant, or other matter	Paper or solely electronic in native file format or PDF/A format	RSA 33-A:3-a, XXV XXVII, & XXVIII
General Administrative	Any of the following documents not otherwise addressed in this schedule: drafts, personal notes, native electronic word processing or other workflow files (e.g., Word, Excel, Powerpoint)	As needed for reference	Paper or solely electronic in native file format or PDF/A format	
General Administrative	Incentive request forms	By employee; retirement or termination, plus 20 years	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XCVI
General Administrative	Education Request Form	By employee; retirement or termination, plus 20 years	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XCVI
General Administrative	Holdover/Callback	By employee; retirement or termination, plus 20 years	Paper or solely electronic so long as stored in PDF/A format	RSA 33-A:3-a, XCVI