

SECTION 9. EMERGENCY MANAGEMENT RECORDS

Records relating to emergency management services of the County.

General Instructions		
<ul style="list-style-type: none"> ▪ The minimum retention period applies to the record copy regardless of the storage format for the record (paper, electronic, microfilm, etc.). ▪ Unless otherwise specified in this retention schedule, duplicate copies may be destroyed at the discretion of the duplicate copy custodian provided they have no further administrative or other value. Duplicate copies should not be retained longer than the record copy. ▪ No record that is eligible for destruction under the retention schedule can be destroyed if it is pertinent to any anticipated, current or pending litigation, claim or audit or the subject of a legal hold. 		

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
1. AMBULANCE LICENSING RECORDS. Records relating to licenses and permits issued for providers of ambulance services within the County.		
A. Ambulance License Applications and Supporting Documentation – Annual. Application forms, ambulance service’s written policy and procedure manual, operational or medical protocols, proof of insurance, or other documentation regarding the service provider’s operations.	Emergency Management	3 years + current after expiration of license
B. Ambulance License Inspection Checklists. Checklists of inspections completed annually for motor vehicle condition, pre-inspection, basic life support, advanced life support.	Emergency Management	3 years + current
C. Complaint Forms. Forms completed for complaints against any ambulance service licensed in the County or allegations of unlicensed ambulance services or vehicles without a valid permit operating within the County.	Emergency Management	3 years + current after complaint is resolved
D. Licensing Regulations. Regulations adopted by the County for licensure of ambulance services.	Emergency Management See also: Section 15 General Records – Policies and Procedures Documentation	Permanent
2. CONTRACTS, AGREEMENTS AND SUPPORTING DOCUMENTATION.	See Section 15 General Records – Agreements, Contracts and Supporting Documentation	

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
3. CORRESPONDENCE AND GENERAL DOCUMENTATION. Correspondence and documentation of a general nature.	See: Section 15 General Records – Correspondence and General Documentation	
4. EMERGENCY OPERATIONS RECORDS.		
A. Emergency Operations and Management Plans. Records relating to disaster, emergency and civil defense planning and preparation; implementation and testing of disaster warning systems and response planning; disaster response and emergency planning and preparedness of the County. Includes emergency operations plans, incident response plans, incident management guidelines and standards, disaster management and recovery plans, wildfire management plan, annual wildfire operating plan, etc.	Emergency Management	Permanent
B. Emergency Preparedness Planning, Program, Training and General Information Files. Correspondence, memoranda, reports and other supporting documentation concerning emergency planning, emergency training and training exercises, emergency equipment availability, command systems and structure, and warning systems. Includes “Storm Ready” program files, Neighborhood Emergency Team program files, Regional Emergency Medical and Trauma Advisory Council (RETAC), North Central Region of Homeland Security files, and Interagency Incident Management Team files.	Emergency Management	Permanent
C. Federal Emergency Management Assistance Program Reimbursement Files. Reimbursement claims submitted to the Federal Emergency Management Agency (FEMA) for emergency management activities, copies of claim vouchers, and copies of payroll registers and other supporting documentation.	Emergency Management	10 years + current
D. Incident Records – Disasters and Emergencies. Documentation of the extent and impacts of natural or manmade disasters and emergency incidents and actions taken by the County in response to such incidents; includes records such as logs, diaries, damage assessment and response reports, situation and resource allocation reports, incident plans, resource ordering and tracking, financial documentation, photographs, and similar incident-related documentation.	Emergency Management	Permanent

Douglas County – Records Retention Schedule

Record Title	Record Copy Custodian	Record Copy Minimum Retention Period
E. Incident Reviews. Reviews of assignments for actual incidents.	Emergency Management	3 years + current, then review prior to destruction of the records to determine any continuing value
5. FINANCIAL RECORDS.	See Section 13 Financial Records	
6. GRANTS AND SUPPORTING DOCUMENTATION.	See Section 13 Financial Records – Grant Records	
7. MAPS AND DRAWINGS – EMERGENCY MANAGEMENT.	See Section 15 General Records – Maps, Drawings and Supporting Documentation	
8. MUTUAL AID AGREEMENTS.	See Section 15 General Records – Agreements, Contracts and Supporting Documentation	
9. PAYROLL AND PERSONNEL RECORDS.	See: Section 23 Payroll Records and Section 24 Personnel Records	
10. REPORTS. Situational reports and briefings regarding emergency management to various entities.	See Section 15 General Records - Reports	
11. SPECIAL NEEDS REGISTRATIONS. The registry contains information about individuals with special needs who may require assistance in the event of a disaster.	Emergency Management	Registrations: 1 year + current after name is removed from the registry Database: Until superseded
12. WEATHER STATION RECORDS. Records relating to remote automated weather (RAW) station reporting needed to determine fire danger.	Emergency Management	Testing Records: Life of equipment + 1 year Weather Station Data: 3 years + current Weather Station Data Compilations: Permanent