



OCTOBER 14 2022

STATE AND LOCAL
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2) – Part 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

Section A: Local Government Unit

City of Trotwood – Fire and Rescue Department

(Local Government Entity)

(Unit)

Richard Haacke, Fire Chief

09/28/2022

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission information

Records Commission, City of Trotwood

937-854-7212

(Telephone Number)

3035 Olive Road, Trotwood, 45426; Montgomery County

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

klandis@trotwood.org

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

10/13/2022

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Government Records Archivist

10/26/2022

Signature

Title

Date

Section D: Auditor of State

Records Manager

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Trotwood – Fire and Rescue Department

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FR-01	Alarm Response Report	5 Years	Electronic		☐
FR-02	Arson Files	Permanent	Electronic		☐
FR-03	Building Plans	Life of Structure for Business; After Initial Inspection Approved for Residential	Paper		☐
FR-04	Building Plan Review Log	2 Years	Electronic		☐
FR-05	Calls for Service	5 Years Provided No Action Pending	Electronic		☐
FR-06	EPA/County Open Burn Permits and Violations	5 Years	Electronic		☐
FR-07	Bankruptcy Claims	2 Years	Electronic		☐
FR-08	Emergency Medical Service Records	7 Years	Electronic		☐
FR-09	Equipment Inventory	3 Years	Electronic		☐
FR-10	Firework Applications and Permits	1 Year	Electronic		☐
FR-11	Gear Inspection Reports	Life of Gear	Electronic		☐
FR-12	Hydrant Locations and Maintenance Records	Permanent	Electronic		☒
FR-13	Fire Code	Until Superseded	Electronic		☐
FR-14	Fire Code Building Inspection Data Reports	3 Years	Electronic		☐
FR-15	Fire Incident Reports	Permanent	Electronic		☐

Section E: RECORDS RETENTION SCHEDULE (RC-2) – Part 2

See instructions before completing this form.

City of Trotwood – Fire and Rescue Department

(Local Government Entity)

(Unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
FR-16	Fire Insurance Claim Files	10 Years After Final Settlement	Electronic		☐
FR-17	Fire Inspection Log	Permanent	Paper and/or Electronic		☐
FR-18	Fire Investigations Files and Index	50 Years Unless Arson or Casualty, then Permanent	Paper and/or Electronic		☒
FR-19	Master Run Reports	Permanent	Electronic		☐
FR-20	Mutual Aid Agreements	10 Years After Superseded	Paper and/or Electronic		☐
FR-21	Permits	3 Years (Supersedes General Schedule)	Electronic		☐
FR-22	Public Records Requests and Logs	2 Years	Paper and/or Electronic		☐
FR-23	Standpipe Test	3 Years	Paper and/or Electronic		☐
FR-24	State of Ohio Basic Incidence Report	Permanent	Electronic		☐
FR-25	Station Captain's Report	5 Years	Electronic		☐
FR-26	Training Records (Individual)	Duration of Employment	Electronic		☐
FR-27	Vehicle Inspection Reports	Life of Vehicle	Electronic		☐
FR-28	Vehicle Maintenance	Life of Vehicle	Electronic		☐
FR-29	Vehicle Manuals	Life of Vehicle	Electronic		☐
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