



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: State Fire Marshal

Sub-Section:

TITLE: Amusement Ride Reports - Accidents

CUTOFF: EOSFY

DESCRIPTION: Records include inspectors findings to determine cause of an amusement ride accident, to include controls and safety devices.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17029

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Amusement Ride Reports - Fatality

CUTOFF: EOSFY

DESCRIPTION: Records include inspectors findings to determine cause of an amusement ride accident, to include controls and safety devices.

RETENTION: Years: 100 Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 17026

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Amusement Ride Reports - Routine Safety Reports

CUTOFF: EOSFY

DESCRIPTION: Records include inspectors findings to determine the safety of an amusement ride, to include controls and safety devices.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17028

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: State Fire Marshal

Sub-Section:

TITLE: Blasting Registrations/Licensing

CUTOFF: WSO

DESCRIPTION: File contains registration and/or licensing application and required documentation under 319.300 through 319.345 RSMo Missouri Blasting Safety Act.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23804

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Blueprints

CUTOFF: Date project completed

DESCRIPTION: Copies of blueprints used for inspections of new construction, remodeling, or modernizing of facilities or elevators

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Originals are held with the property owners.

DISPOSITION ACTION: Destroy

SERIES: 18429

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Boiler and Pressure Vessel Inspection Reports - Accidents

CUTOFF: EOSFY

DESCRIPTION: Records include inspectors findings to determine reason for failure of the boiler or pressure vessel, to include controls and safety devices.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17025

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: State Fire Marshal

Sub-Section:

TITLE: Boiler and Pressure Vessel Inspection Reports - Fatality

CUTOFF: EOSFY

DESCRIPTION: Records include inspectors findings to determine reason for failure of the boiler or pressure vessel, to include controls and safety devices.

RETENTION: Years: 100 Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 17021

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Boiler and Pressure Vessel Inspection Reports - Routine Safety Inspections

CUTOFF: EOSFY

DESCRIPTION: Records include annual and biannual inspections of boiler or pressure vessels to nationally recognized standards required by 650.200-650.290 RSMo.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17024

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Department of Health and Senior Services Inspection Reports

CUTOFF: EOSFY

DESCRIPTION: Safety Inspections on long term and child care facilities licensed by the Department of Health and Senior Services. Includes, but is not limited to inspection request, inspector notes, survey and findings, statement of deficiencies, provider's plan of corrections, photographs, observations, interviews, record review, variances, time waivers, plan review letters and diagrams. This information is used for informal dispute resolutions, provider compliance, reference and possible court action.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17022

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: State Fire Marshal

Sub-Section:

TITLE: Department of Social Service Inspection Reports

CUTOFF: EOSFY

DESCRIPTION: Safety inspection on facilities licensed by Family Services. Records include, but are not limited to content-inspection request, inspector forms and findings, photographs, observations, interviews, record review, variances, time waivers and plan review letters. This information is used for informal dispute resolutions, provider compliance, reference and possible court action.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1749

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Elevator Inspection Reports - Accidents

CUTOFF: EOSFY

DESCRIPTION: Records include inspectors findings to determine reason for failure of the elevator to include controls and safety devices.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17020

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Elevator Inspection Reports - Fatality

CUTOFF: EOSFY

DESCRIPTION: Records include inspectors findings to determine cause of an elevator accident that results in a fatality due to the operation of the elevator equipment, to include controls and safety devices.

RETENTION: Years: 100 Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 17030

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: State Fire Marshal

Sub-Section:

TITLE: Elevator Inspection Reports - Routine Safety Inspection

CUTOFF: EOSFY

DESCRIPTION: Records include inspectors findings and determinations of an elevator, to include controls and safety devices.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17019

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Fire Department Database

CUTOFF: WSO

DESCRIPTION: Records include contact information for each fire agency in Missouri, along with address and Geographic Information System coordinates for each station of each department; also includes the Fire Department identification, resource information used for mutual aid response and statistics, type of department, Insurance Services Office (ISO) rating and information regarding National Fire Incident Reporting System (NFIRS) reporting and code enforcement.

RETENTION: Years: 0 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17037

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Fire Safe Cigarette Certification Records

CUTOFF: EOY in which Superseded or Obsolete

DESCRIPTION: Records include certification documents and listing of cigarette brand styles meeting section 320.353, RSMo for the Fire Safe Cigarette Act.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23803

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: State Fire Marshal

Sub-Section:

TITLE: Fire/Explosion Investigations and Evidence Reports - Accidental

CUTOFF: EOSFY

DESCRIPTION: The official final report of an accidental fire scene investigation; including, but not limited to scene documentation, evidence recognition, photography and diagramming. Reports are used in potential criminal prosecution and/or civil litigation. Records are retained per CFR 18 USC 3295.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1741

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Fire/Explosion Investigations and Evidence Reports - Criminal

CUTOFF: EOSFY in which case closed

DESCRIPTION: The official final report of a criminal fire scene investigation; including, but not limited to scene documentation, evidence recognition, photography and diagramming. Reports are used in potential criminal prosecution and/or civil litigation. Records are retained per CFR 18 USC 3295.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1740

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Fire/Explosion Investigations and Evidence Reports - Fatality

CUTOFF: EOSFY

DESCRIPTION: Records include criminal and non-criminal fatality fire investigation reports.

RETENTION: Years: 100 Months: Days:

NOTES:

DISPOSITION ACTION: Permanent - Transfer to Missouri State Archives

SERIES: 17017

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: State Fire Marshal

Sub-Section:

TITLE: Fire/Explosion Investigations and Evidence Reports - Undetermined

CUTOFF: EOSFY

DESCRIPTION: Official final reports of undetermined fire scene investigations which are used in potential criminal prosecution and/or civil litigation. Records include, but are not limited to, scene documentation, evidence recognition, and photographs and diagrams. Records kept per 18 U.S.C. 3295.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1742

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Fireworks Inspections Reports File

CUTOFF: EOSFY

DESCRIPTION: Records include requests for permits, tax good standing certificates, Missouri retail sales tax license or no sales tax due, copies of permit and check.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1754

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Licensed Inspector Files

CUTOFF: Expiration of license

DESCRIPTION: Files of third-party inspectors licensed to work in the State of Missouri. Records include, but are not limited to, qualifying information and proof of licensure. Records created per 320.210 RSMo.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17036

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: State Fire Marshal

Sub-Section:

TITLE: Mental Health Inspection Reports

CUTOFF: EOSFY

DESCRIPTION: Safety inspections on facilities licensed by the Department of Mental Health. Records include, but are not limited to content-inspection request, inspector forms and findings, photographs, observations, interviews, record review, variances, time waivers and plan review letters. This information is used for informal dispute resolutions, provider compliance, reference and possible court action.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1750

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Missouri Fire Department Incident Database Reports

CUTOFF: WSO

DESCRIPTION: The National Fire Incident Reporting System houses data on a federal server which can be retrieved via internet by the entering fire department, state, and the federal fire agencies for historical and statistical use. The records contain information pertaining to fire incidents run by the department including date, time, location and type of incident; type of structure involved; cause of the incident; damage and injury information; actions taken; and personnel and apparatus that responded to the incident.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17038

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Public Safety

Section:

Division: State Fire Marshal

Sub-Section:

TITLE: Training and Certification Records

CUTOFF:EOCY

DESCRIPTION: Internationally accredited certification by the International Fire Service Accreditation Congress (IFSAC) for Missouri's fire service which includes, but is not limited to test results (pass/fail) and in some cases recertification documentation. Accredited entities, such as the Division of Fire Safety, must have the ability to provide verification of an individual's current training and certification records upon request.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17031

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013

TITLE: Training Course Approval

CUTOFF:End of State Fiscal Year in Which Course Approved

DESCRIPTION: Includes certification of Peace Officer Standard Training (POST). Course records include, but are not limited to instructor documentation, course schedules and student attendance rosters for POST and other certification related courses. Training records are direct correlation to certification records. Additionally, these records should be open to audit by the Division's accrediting organizations upon request.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 17032

SERIES STATUS: Approved

APPROVAL DATE: 11/13/2013