

Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

August 2026

Combined PSAP (911), Ambulance District and Fire District into an Emergency Services Schedule
Added "Retention Period Begins" field to each series

Emergency Services Record Retention Schedule

See also the [General Records Retention Schedule](#).

Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.

- Survey forms

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
- This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule.

Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at <http://www.sos.mo.gov/archives/localrecs/schedules>.

Destruction of Records

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and

quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

Preservation of Permanent Records

A fundamental, yet often neglected obligation of local government is to care for the permanent records it generates and receives regardless of format. The records, both electronic and physical, that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a physical record's medium: paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration. For electronic records the concerns include media decay, hardware/software obsolescence, and migration of data into the current standard: PDF-A, TIF, etc.

By imaging permanently valuable records, local governments can generate durable microfilm for preservation and disaster recovery, while also maintaining an electronic version for access. When microfilmed, processed, and maintained to archival specifications, a master negative will ensure that permanently valuable records are preserved for generations to come (microfilm has an estimated shelf life of over 500 years). Microfilm that meets the standards outlined here is eligible to be stored by the Missouri State Archives at no cost.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

Reformatting Standards

In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the *Guidelines for Microfilming Public Records*, drafted by the Local Records Program and available on the Secretary of State's website at: <http://www.sos.mo.gov/archives/pubs/mfmfg>. To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under *General Records Retention Schedule* "GS 018 Records Management Records."

A Note about Retention Periods

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

The point at which a retention period begins is termed a cutoff, or trigger. Typically this is on a regular cycle—the end of the calendar year, the end of the fiscal year, etc. This is the period of the inactive record. A traditional example of this would be the period when records are boxed and removed from active file cabinets and work areas. A cut off is included with each series using the field "Retention Period Begins".

Retention Definitions:

COA=Completion of Audit. Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250

for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

DCA=Destroy in Current Area/Reference. Series with these retentions are considered “reference” records and may be destroyed when they are no longer of use.

Modifications and Additions

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
Local Records Preservation Program
PO Box 1747, Jefferson City, MO 65101-1747
Telephone: (573) 751-9047
local.records@sos.mo.gov

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PSAP (911)

EMER001

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Dispatch Files

Computer Aided Dispatch Files; Calls for Service

A record of calls handled for routine incidents

Caller's information; reason for request; time of call; disposition of call, including agency assigned, time agency was notified, etc.

End of Calendar Year

1 Year

Destroy

Applies to CAD and paper records

August 25, 2009, Updated August 25, 2026

EMER002

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Incident Reports

A detailed report of any call for services that is not routine

Names of people involved, location, vehicle i.d. number (if applicable), injury information, where the injured were sent, statements describing incident, time, agency assigned and time notified, number assigned to incident

End of Calendar Year

3 Years

Destroy

May be electronic or paper

November 2005; Revised August 24, 2016, Updated

August 25, 2026

EMER003

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Voice Logged Tapes

Record of all incoming calls, interagency calls, dispatch calls, officer to officer calls

End of Calendar Year

1 Year

Destroy or reuse

November 2005; Updated August 25, 2026

EMER004

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Watch Log

Roster

Record of who is on duty at a given time

Log of in and out times, area assigned, names or badge numbers or car numbers

End of Calendar Year

1 Year

Destroy

November 2005; Updated August 25, 2026

Ambulance

EMER100

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Court Affidavit Requests for Ambulance Run Logs

Request for ambulance run logs for court/lawyers/legal purposes.

May include patient names, patient dates of birth, dates of service

End of Calendar Year

6 Years

Destroy securely

August 25, 2020; Updated August 25, 2026

EMER101

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Drug Box Logs

Drug Inventory, Drug List, Controlled Substances Inventory/Log, Narcotics Inventory/Log

Tracks handling of drugs, who had possession, who administered to patients, amounts, locations.

May include drug names, quantity, names of employees, dates administered or refilled

End of Calendar Year

2 Years

Destroy

19 CSR 30-1.041 Records Requirements for Controlled Substances

August 25, 2020; Updated August 25, 2026

EMER102

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Ambulance Service Controlled Substance Records

Paramedic Narcotic County Sheets, EMS Ambulance Dispensing Logs

Tracks narcotic intake and dispersal, tracked by drugbox/truck.

May include narcotic name, strength and dosage, patient name, use and wastage statistics, drugbox/truck number

End of Calendar Year + audit

5 Years

Destroy securely

August 25, 2020; Updated August 25, 2026

EMER103

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

State Ambulance Inspection Reports

Compliance with state regulations and inspections. The report is created every 5 years.

Protocols, service areas, administrative information for office and ambulances.

End of Calendar Year

5 Years

Destroy

August 25, 2020; Updated August 25, 2026

EMER104

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Medicare-Medicaid

Report detailing reimbursement for services, used for budget and planning purposes.

Reimbursement amounts, number of calls vs. reimbursement rate, types of calls (ALS1, ALS2, etc.)

End of Fiscal Year + audit

5 Years

Destroy

August 25, 2020; Updated August 25, 2026

EMER105

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Telecommunications Information

Radio Information, Telemetry Information

Tracks frequencies used by EMS to transmit audio and data.

List of the frequencies utilized by EMS.

Until Updated or Superseded

Destroy in Current Area

Destroy

Combined Ambu 003 - Radio Information and Ambu 004 - Telemetry Information.

August 25, 2020; Updated August 25, 2026

EMER106

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Ambulance Reports

Ambulance Run Logs, EMS Master Logs, EMS Rounds Sheets, Ambulance Trip Reports, Emergency Call Logs, Trip Tickets, Missouri State Ambulance Forms, EMS Run Reports, Flight Response Reports

Tracks ambulance trips, treatments given to patient.

May include ambulance numbers, patient information, treatments given, medications administered, final destination of patient

End of Calendar Year + audit

6 Years

Destroy securely

Combined former Ambu 011 - Ambulance Run Log, Ambu 016 - EMS Master Log, Ambu 017 - Missouri State Ambulance Forms, and Ambu 031 - EMS Rounds Sheet.

August 25, 2020; Updated August 25, 2026

EMER107

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Patient Care Records

Documents the care provided to a patient on the ambulance run, including remarks by the emergency medical technician, registered nurse, or physician. A patient care record will be given to ambulance personnel by a health care facility during patient transfers between facilities.

May include patient information, location, type of care provided, if treatment was refused, who responded, medical treatment provided, narrative of call, mileage.

End of Calendar Year

5 Years

Destroy securely

RSMo 190.175

August 25, 2020; Updated August 25, 2026

EMER108

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Ambulance Service License File

Ambulance licensing, application, license

Records relating to the licensure of air and ground ambulance services. Licensure is for a period of 5 years.

May include ambulance maintenance records, certification of ambulances, certification of staff, copies of staff licensures, medical director licensure, maintenance records for equipment, ambulance safety program, ambulance quality improvement program, application for licensure, license

End of Calendar Year

6 Years

Destroy

Records pertaining to the licensure requirements of the state, 19 CSR 30-40.308 and 19 CSR 30-40.309

August 25, 2020; Updated August 25, 2026

Fire

EMER202

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Investigation Reports

Fire Reports, Fire Investigations; Arson Reports, Fire Incident/Non-fire Emergency Report Documents fire/emergency investigations/calls, may be used for civil actions or criminal prosecutions

May include: scene report, supplemental reports, witness statements, scene diagrams, other agency reports

End of Calendar Year

20 Years

Destroy

Series name changed from Fire Reports; Fire Index title moved to Fire 006 Fire Calls Records.

Reports of major incidents may have historical value, evaluate prior to destruction

Revised August 24, 2016; Updated August 25, 2026

EMER203

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Insurance Reports

End of Calendar Year

Permanent

Archive

Updated August 25, 2026

EMER204

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Maps of District

End of Calendar Year

Permanent

Archive

Updated August 25, 2026

EMER205

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Fire Calls Records

Fire Log Books; Emergency Call Log; Fire Incident Index

End of Calendar Year

20 Years

Archive or Destroy

Evaluate for historical significance

Revised August 24, 2017; Updated August 25, 2026

EMER206

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Departmental Rules and Regulations

Policy and Procedure

Until Superseded or Updated

Permanent

Archive

*Retain one copy of all policy documentation permanently

Updated August 25, 2026

EMER207**Fire Hydrants (Locations)**

Also Called:

Function:

Content:

Retention Period Begins: Until Superseded or Updated

Minimum Retention: 1 Year

Disposition: Destroy

Note:

Approval Date: Updated August 25, 2026

EMER208**Building Permit Inspections**

Also Called:

Function:

Content:

Retention Period Begins: End of Calendar Year

Minimum Retention: 5 Years

Disposition: Destroy

Note:

Approval Date: Updated August 25, 2026

EMER209**Use Permit**

Also Called:

Function:

Content:

Retention Period Begins: End of Calendar Year

Minimum Retention: 3 Years

Disposition: Destroy

Note:

Approval Date: Revised August 24, 2017; Updated August 25, 2026

EMER210**Fire Fighters Association**

Also Called:

Function:

Content:

Retention Period Begins: End of Calendar Year

Minimum Retention: 2 Years

Disposition: Destroy

Note:

Approval Date: Updated August 25, 2026

EMER211**Fire Inspections - No Issues**

Also Called:

Function:

Content:

Retention Period Begins: End of Calendar Year

Minimum Retention: 5 Years

Disposition: Destroy

Note:

Approval Date: Revise August 24, 2017; Updated August 25, 2026

EMER212

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Fire Inspection - Violations

Fire Safety Inspection, Inspection Reports, Fire Code Inspections, Fire and Life Safety Inspection, Sprinkler Inspection, Fire Alarm/Fire Suppression Inspection, Tent Inspection, etc.

Documents fire code and other safety inspections conducted by, or filed with, fire department/district

May include: floor plans, surveys, business contact information, areas inspected, notations of violations, dates, inspector information

End of Calendar Year of Correction

5 Years

Destroy

Updated August 25, 2026

EMER213

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Missouri Conservation Commission-Commission Fire Reports

End of Calendar Year

2 Years

Destroy

Updated August 25, 2026

EMER214

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

State Fire Report

End of Calendar Year

1 Year

Destroy

Updated August 25, 2026

EMER215

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Smoke and Fire Detector Registration

End of Calendar Year device last in service

3 Years

Destroy

Updated August 25, 2026

EMER216

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Emergency Planning and Community Right-to-Know Act Reporting Forms

Material Safety Data Sheets (MSDS); Tier I Form; Tier II Form

Forms filed annually with fire department by any facilities documenting the presence of hazardous chemicals. Used in response to release or spill of chemicals

Facility identification information; emergency and non-emergency contact; chemical information: name, maximum amount and average daily amount present, description of storage, location within facility, indication of whether location within plant can be released to the public

End of Calendar Year

Maintain current and previous form

Destroy

August 19, 2014; Updated August 25, 2026

EMER217

Also Called:

Function:

Content:

Retention Period Begins:

Minimum Retention:

Disposition:

Note:

Approval Date:

Fire Prevention Records

Fire Safety Survey, Requests for Survey, Smoke Alarm Request

Documents fire safety programs

May include: request for services, checks for smoke detectors/fire extinguishers, storage hazards, egress, fireplace/electrical safety, escape plan development

End of Fiscal Year

Completion of Audit

Destroy

August 24, 2016; Updated August 25, 2026