

RUSHFORD VOLUNTEER FIRE DEPARTMENT. INC.  
Sop 2-07

Fire Department Records

- 1) Scope and Intent: While the Department recognizes that sometimes it is easier to work on fire department records at a persons home or at some other location other than the fire hall, the department also recognizes the need to have all of its records safe guarded and located at the fire hall
- 2) Fire Department records shall include, meeting minutes (regular and special meetings), personnel records, training records, financial records, activity records including fire and rescue operations, PCRs, and original copies of bylaws, SOPs, and other procedures.
  - A) The term “Secured Record” shall mean any record that is required to be kept private by any law, regulation, or SOP of the department. Secured records shall include personnel records, medical records, and PCRs
- 3) Whenever possible, records shall be kept in an electronic format for easy achieving and retrieval. Records that are in electronic form shall be kept on the fire computer or other electronic storage device. Secure Records shall be encrypted and password protected.
- 4) Secure paper records or other documents required to be safe guarded by law, regulation or other SOPs of the Department shall be stored in locked containers.
- 5) Secured records shall only be accessible to the Chief, Assistant Chiefs, President, Vice President, Secretary, and any other person designated by the Chief or President. Any member shall have the right to have access to and copies of their personal records.

Approval Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_.

President: \_\_\_\_\_

Fire Chief: \_\_\_\_\_