

**Alabama Fire College and Personnel Standards  
Commission**

**Functional Analysis  
&  
Records Disposition Authority**

**Presented to the  
State Records Commission  
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# **Functional and Organizational Analysis of the Alabama Fire College and Personnel Standards Commission**

## **Sources of Information**

Representatives of the Alabama Fire College and Personnel Standards Commission  
Code of Alabama 1975, Sections 36-32-1 through 36-32-12  
Alabama Administrative Code 360-X-1 to 360-X-21  
Alabama Fire College and Personnel Standards Commission website  
Shelton State Community College website  
Alabama Fire College and Personnel Standards Commission publications  
Alabama Government Manual (2010), p. 496-98

## **Historical Context**

The State Fire College was created by Act No. 373, Regular Session, 1955. However, a program of fire department training had been in existence since 1935 under the administration of the Trade and Industrial Education Department, Division of Vocational Education, State Department of Education.

It was not until 1963 that the Alabama Legislature appropriated sufficient funds (\$350,000) to build and equip a fire training center. On January 14, 1965, an agreement was drawn and reached between the State Department of Education, the City of Tuscaloosa, and the Board of Trustees of the University of Alabama allocating the site for the training on its Northington Campus property. The construction was not started until 1965, and an additional \$158,000 was needed to complete the training center and the drill tower and facilities.

In 1975, the Alabama Legislature passed the Alabama Fire Fighters Personnel Standards and Education Act, which required formal training for every fire fighter within the first twelve months after joining a paid fire department. The office for the standards agency was set up in Montgomery. In April 1981, the State Board of Education placed the Alabama State Fire College with Shelton State Community College for administrative purposes.

On May 13, 1988, through Act 88-663, the Alabama Legislature merged the Alabama Fire Fighters Personnel Standards and Education Commission and the Alabama State Fire College. The Personnel Standards Commission which was housed in Montgomery, moved its operation to Tuscaloosa.

The original Alabama Fire College facility consisted of the Fire College Building and the Drill Field Training Center. The Fire College facility contained a 200 seat auditorium, a classroom, a bay for fire apparatus, a conference room, and office space for the staff. In March 1988 the Alabama Fire College and Personnel Standards Commission moved its current facilities adjacent to the campus of Shelton State Community College. These facilities consist of three separate buildings: the administrative offices, drill tower, and smoke building.

Because of rapid growth, a separate building was built to house the Emergency Medical Services

Division in March 2001. The facility, located on the campus of the Alabama Fire College, consists of classrooms, office space, and a laboratory for students to complete their practical examinations. In 2003, multiple rescue technician props were added to the campus. These props include a (\$250,000) structural collapse multiple purpose area, trench, arson building, and hazardous materials area. In 2009, a mobile fire simulator was added to provide “live fire training” to all areas of the state.

## **Agency Organization**

The Personnel Standards Commission consists of seven members: one designated by the Professional Firefighters Association of Alabama; one designated by the Alabama Firemen’s Association; the State Fire Marshall, or his representative; and four members appointed by the governor. With the exception of the Fire Marshall, the commissioners serve four-year terms. The commission elects a chairman and a vice-chairman at the first meeting following the appointment of a new member. The commission employs an executive director, who also serves as the executive director of the Alabama Fire College, and two deputy directors. The commission regulates firefighter certification in the state of Alabama and establishes rules for each level of certification in accordance with national standards. The Alabama Fire College provides the firefighter training and certification according to the rules and regulations established by the commission. The Fire College also provides the training and certification for the Emergency Medical Services program which is part of Shelton State Community College. Alabama Fire College personnel are employed by the Department of Postsecondary Education.

## **Agency Function and Subfunctions**

The Alabama Fire College “has the responsibility for training and certifying paid, volunteer, and industrial firefighters in modern firefighting strategies, tactics, and methods.” The mandated functions of the Personnel Standards Commission are to encourage and enforce the establishment of a fire fighting training school that meets the required standards identified by the Code of Alabama 36-32-5.

The Fire College and the Personnel Standards Commission is one of the agencies primarily involved in carrying out the regulatory and training function of Alabama government. In the performance of its mandated functions, the commission may engage in the following subfunctions:

- **Promulgating Rules and Regulations.** The commission creates rules and regulations for firefighting personnel pursuant to state administrative procedures and can modify and amend their regulations regarding educating and certifying firefighting personnel. The commission also establishes requirements and standards for continuing education.
  
- **Educating and Certifying Firefighting and Emergency Response Personnel.** The Fire College educates, trains, and certifies firefighting and emergency response personnel through a variety of courses at its campus in Tuscaloosa and around the state. When requested, the AFC provides training programs for the Department of Defense

and industrial corporations. Activities may include notifying firefighter departments of student progress, creating individual exams from a national database of possible exam questions, administering and grading certification tests, and certifying, creating, and updating curriculum in accordance with national firefighting and emergency response personnel standards.

The AFC provides training for emergency responders, firefighters, and associated personnel. In addition, several state community colleges accept AFC courses for college credit which, combined with general college course work, lead to an associates degree in Fire Science. AFC training programs may include:

- Fire Suppression Courses. Firefighter I/II provides basic firefighting training in areas such as responding to a call, forced entry, and search and rescue. Candidates must have proof of medical training with the minimum being First Responder or training as an Emergency Medical Technician (EMT) Basic or higher and pass the Candidate Physical Agility Test (CPAT). Firefighter II certification provides more in-depth training to aid firefighters in the performance of their duties. Airport Fire Firefighters receive training specific to aircraft fire and rescue and requires Firefighter II certification. Rapid Intervention Team provides training in the concept of rapid intervention including establishing predetermined codes; team management including make up of team, duties, and equipment; and rescue methods. Candidates for this program must have either a Firefighter I certification or be a volunteer firefighter.
- Volunteer Firefighter Certification provides training to students seeking certification as volunteer firefighters. Training includes academic and practical course work. Students are required to be members of a volunteer firefighting department and have first responder or EMT basic certification.
- Fire Instructor courses teach students the necessary skills to educate others. Fire Instructor I and II focuses students on lesson plan creation and implementation including use of training aids, developing goals and objectives, and delivery of lesson plans. Fire Instructor II candidates must have Firefighter I/II or Volunteer Firefighter certification. Fire Instructor III is designed for those interested in upper management positions in fire departments and focuses on management and supervision knowledge.
- Fire Officer management provides management, supervision, and administrative training to firefighters interested in fire department supervisor and management positions. Fire Officer I trains individuals to become first-line supervisors and requires individuals to be certified as Firefighter II and Fire Instructor I. Fire Officer II teaches individuals middle management skills, and its prerequisites include Fire Officer I and Fire Instructor I certification. Fire Officer III provides upper level management training and requires an individual to have Fire Officer II and Fire Instructor II certification. Fire Officer IV provides executive level management training and requires Fire Officer III and Fire Instructor II certification. Incident

Safety Officer provides training to fire department health and safety officers and incident safety officers as well as to their assistants.

- Fire Inspector and Investigator courses provide training in fire prevention and investigation. Fire Inspector I training is designed for individuals responsible for fire service inspections, including city inspectors and business managers. The course covers basic fire prevention in areas such as building construction, fire drills, and code enforcement. Fire Inspector II training provides more in-depth training than the basic Fire Inspector I course and covers topics including hazardous materials and fire protection and water systems. Fire Inspector III training is for individuals who are responsible for all fire inspections, plan reviews, and resolving code violations. Fire Investigator training is available to fire investigators, police officers, and company officials and covers topics such as determining point of origin, evidence, and burn patterns.
- Emergency Medical Services (EMS) courses provide training for medical responders. First Responder training instructs students in basic first and advanced aid. Emergency Medical Technical (EMT) - Basic instructs students on medical treatment and assessment. Paramedic training courses build on the information gained in EMT-Basic, including more in-depth medical training. Emergency Vehicle Operator's training includes vehicle maintenance, inspection, use, and operation.
- Rescue Technician courses provide training for specific situations emergency personnel or company safety officers may face when responding to a call. Confined Space instructs individuals on how to assess and care for victims when space is limited. Rope instructs students in how to use ropes to rescue victims including knot making, rappelling, lowering by rope, helping with a litter, and creation and use of a high line system. Structural Collapse provides training in lifting, moving, and shoring of large structures. Surface Water courses cover water safety and rescue. Vehicle and Machinery Extrication provides instruction in stabilizing vehicles and machinery, fire protection, possible harmful substances, and removal of victims.
- Hazardous Materials courses provide training to individuals in the handling of hazardous materials. Hazardous Materials Awareness and Operations instructs first responders in the basics of hazardous materials including recognition, protection, safety, and contacts in the case of the presence of hazardous materials. Hazardous Materials Technician provides further training, including managing and preventing hazardous materials incidents. Hazardous Materials Incident Commander provides training for those individuals responsible for overseeing hazardous materials incidents.
- Apparatus Operator courses train firefighters in the use of apparatuses during emergency responses. Apparatus Operator courses include instruction in areas such as the use of aerial apparatus (water towers, raised platforms, and aerial ladders), responding to incidents at airports, and fire truck apparatus.

- **Coordinating Activities Relating to the Alabama Firefighters Memorial.** The Alabama Firefighters Memorial is located on the Fire College campus. The Fire College is responsible for the routine business of managing the memorial including receiving letters and donations for brick pavers, maintaining the contributor database, hosting special events, and creating publications.

- **Administering Internal Operations.** A significant portion of the commission’s work includes general administrative, financial, and personnel activities performed to support its programmatic areas including:

**Managing the agency:** Activities include internal office management activities common to most government agencies such as corresponding and communicating, scheduling, meeting, documenting policy and procedures, reporting, litigating, legislating (drafting, tracking), publicizing and providing information, managing records, and managing information systems and technology.

**Managing finances:** Activities include budgeting (preparing and reviewing budget package, submitting the budget package to the Department of Finance, documenting amendments and performance of the budget); purchasing (requisitioning and purchasing supplies and equipment, receipting and invoicing for goods, and authorizing payment for products received); accounting for the expenditure, encumbrance, disbursement, and reconciliation of funds within the agency’s budget through a uniform system of accounting and reporting; authorizing travel; contracting with companies or individuals; bidding for products and services; and assisting in the audit process.

**Managing human resources:** Activities include recruiting and hiring eligible individuals to fill positions within the agency; providing compensation to employees; providing benefits to employees such as leave, health insurance, unemployment compensation, worker’s compensation, injury compensation, retirement, and death benefits; supervising employees by evaluating performance, granting leave, and monitoring the accumulation of leave; training and providing continuing education for employees; and disciplining.

**Managing properties, facilities, and resources:** Activities include inventorying and accounting for non-consumable property and reporting property information to the appropriate authority; leasing and/or renting offices or facilities; providing security for property managed by the agency; insuring property; and assigning, inspecting and maintaining agency property, including vehicles.

# **Analysis of Record Keeping System and Records Appraisal of the Alabama Fire College and Personnel Standards Commission**

## **Agency Record Keeping System**

The Alabama Fire College and Personnel Standards Commission currently operates a hybrid record keeping system composed of paper, a computer system, and a digital imaging system.

**Paper-based System:** Staff members create and maintain most of the agency's records in paper form.

**Computer System:** The commission utilizes Windows 2000 and 2008 operating systems with VMWare that provides a virtual environment. These systems are used to maintain a Local Area Network (LAN) for students and staff members. About 110 personal computers and scanning workstations are linked to the LAN. The commission's relational databases were created in SQL 2000 (back end) and Access 2003 (front end). These relational databases maintain data concerning all firefighters in the state, and other public agencies. Staff members begin entering information into the database when a firefighter's application to attend a firefighting or Emergency Medical Services (EMS) class is accepted. The commission updates information on the certification, annual continuing education training, and annual re-qualification evidence. All firefighters' training and employment data is maintained in the database for reference. The commission installed a digital imaging system utilizing PaperPort 12 enterprise system in 2010 to scan certified firefighter and EMS student records. Currently, the commission continues to maintain the paper-based files as its backups (security copies).

A complete backup of the LAN occurs nightly. Backups are stored in VMWare operated SANs environment, both on-site and off-site.

## **Records Appraisal**

The following is a discussion of the two major categories of records created and/or maintained by the Alabama Fire College and Personnel Standards Commission: Temporary Records and Permanent Records.

**I. Temporary Records.** Temporary records should be held for what is considered to be their active life and disposed of once all fiscal, legal, and administrative requirements have been met. Some of the temporary records created by the agency are discussed below:

- **Legal Case Files.** Examples of possible legal case files include employee harassment, employee complaints, and student injury. The recommended retention is 6 years after the final resolution of the case.
- **Accreditation Records.** Every 5 years, the Fire College submits a self-study to two firefighter school accreditation boards – International Fire Service Accreditation Congress and Fire Services Professional Qualification System (ProBoard). After receipt of the self-study, both boards conduct on-site visits to evaluate the college. The Fire College recommends retaining

accreditation records for 10 years (two accreditation cycles) for reference.

- **8<sup>th</sup> and 12<sup>th</sup> Month Progress Reports and Letters.** When a trainee reaches his 8<sup>th</sup> month, his/her chief is notified. At 12 months, a letter is sent to both the chief and state Attorney General if the training has not been completed. The letter is sent to the Attorney General to inform the Attorney General of the violation. If a chief does not ensure that the trainee meets the training requirement, the chief can be charged with a misdemeanor and fined. The Fire College recommends retaining this series for 3 years.
- **Direct Delivery Class Files.** Direct delivery courses are courses normally taught on-campus but are moved to off-campus locations upon request of local fire departments. The Fire College recommends retaining this series for 3 years.
- **Candidate Physical Agility Test (CPAT).** The CPAT requires students to complete an 8 station course of routine firefighting tasks, such as hose drag and forcible entry, in 10 minutes 20 seconds. The purpose of the test is to ensure students are physically able to complete the rigorous requirements of recruit school. Results are valid for 1 year, and students must have an active CPAT on the first day of recruit school.
- **Drug and Fluid Personnel Files.** The Fire College maintains an Alabama Department of Public Health rescue truck on its grounds. Each paramedic assigned to work the rescue truck is listed on the Drug and Fluid license which is furnished to the EMS Division of the Department of Public Health annually. The Fire College is required to maintain a copy of each paramedic's EMT license, address, phone number, and e-mail address for 3 years.
- **Resident Affiliate Agreements.** The Fire College has agreements with entities such as hospitals and ambulance services for student training sites. This series is for local entities where on-campus students receive training. The agreements include what training the rotation site will provide and be responsible for during training. The Fire College recommends retaining this series for 10 years following the end of the agreement.
- **Field (non-resident) Affiliate Agreements.** The Fire College has agreements with entities such as hospitals and ambulance services for student training sites. This series is for non-local entities where non-resident students receive training. The agreements include what training the rotation site will provide and be responsible for during training. The Fire College recommends retaining this series for 10 years following the end of the agreement.
- **American Heart Association Instructor Files.** Instructor credentials expire every 2 years unless instructors teach the required number of classes during that time period.

**II. Permanent Records.** The Government Records Division recommends the following records as permanent.

## Promulgating Rules and Regulations

- **Meeting Agendas, Minutes, and Packets of the Commission.** The commission's meeting agendas, minutes, and packets are the core documentation of the agency. These records document the major decision-making processes of the commission's governing body that set the direction for the commission. (RDA page 3-2 ) (**Bibliographic Title: Meeting Agendas, Minutes, and Packets of the Commission**)
- **Correspondence of the Executive Director.** These records document the correspondence of the executive director including policies and procedures of the agency. (RDA page 3-2) (**Bibliographic Title: Correspondence of the Executive Director**)
- **Policies, Procedures, and Publications.** This series includes the agency's policy and procedure manuals. These records document the major decision-making process of the commission's governing body that sets the direction of the commission and the college; they provide core documentation of the commission's function. Also included in this series are graphic design projects and publications which document the agency's efforts in communicating with the public regarding fire fighter education/EMS and practice, licensure procedures, and other commission-related services. Publications include, but are not limited to, rules and regulations, brochures, website design, advertisements, and promotional items. (RDA page 3-2) (**Bibliographic Title: Policies, Procedures, and Publications**)
- **Annual Reports.** The report includes the number of courses taught, students enrolled, and student hours for the fiscal year October 1 – September 30, thus providing information on the commission's core function of training fire fighting personnel. (RDA page 3-2) (**Bibliographic Title: Annual Reports**)

## Educating and Certifying Firefighting and Emergency Response Personnel

- **Curriculum.** The AFC curriculum is revised every 5 years when certification standards are revised. This series is recommended to be permanent as it provides historical documentation on the development of firefighting and emergency response personnel training. This series includes work in progress curriculum files, current approved curriculum, and superseded curriculum. (RDA page 3-3) (**Bibliographic Title: Curriculum**)
- **Test Bank and Instrument Files (Retain in Office).** A test bank consists of hundreds of test questions and answers used to electronically create multiple versions of tests. The instrument file contains the electronic components of the examination including the digital copy of the exam with the answer key and all the notes that go with that particular test item. A notes section is maintained to list the validation of the question by subject matter experts. This series also includes the test booklet and answer sheet which is used by the AFC as its archived version of each test. Accreditation guidelines require that a version of each examination be kept permanently.
- **Test Administration and Roster Files (Retain in Office).** The Alabama Fire College

administers over 6,000 certification exams each year. The test administration files contains the packing slip, testing roster (original copy and proctor copy), student information roster, qualification verification report, and test administration report. The information contained in this series includes where and when an exam was given, who took the exam, who administered it, and what exam was given. The test roster files include individual course certification test results by student name and test statistics for administration. As multiple versions of a test are given, it is necessary to have the dated copies of the tests to ensure test results are kept with the correct version of the test. This series provides the supporting documentation to verify firefighters did in fact receive appropriate training.

- **Certification Log Books.** This series contains the listing of certification numbers issued by number, name, date, department trained, and certification level. The books provide the only complete listing of every number and certificate issued by the Fire College and Personnel Standards Commission. (RDA page 3-3) (**Bibliographic Title: Certification Log Books**)
- **Meeting Agendas, Minutes, and Packets of the Emergency Medical Services (EMS) Advisory Committee.** The committee advises the Personnel Standards Commission and Fire College regarding accreditation requirements, and is composed of representatives of affiliate organization where students have their internships and AFC proctors and instructors. It meets at least twice a year to discuss EMS accreditation requirements. This series documents the decisions regarding EMS accreditation. (RDA page 3-5) (**Bibliographic Title: Meeting Agendas, Minutes, and Packets of the Emergency Medical Services (EMS) Advisory Committee**)
- **Resident Emergency Medical Technician (EMT) Class Files (Retain in Office).** This series documents participation in the EMT program by on-campus students, a core function of the Fire College. Information included in the files are registration and grades. Information is needed as support to verify EMTs have received proper training in the event their actions are questioned.
- **Field Emergency Medical Technician (EMT) Class Files (Retain in Office).** This series documents participation in the EMT program by off-campus students, a core function of the Fire College. Information included in the files are class listing, student registration, grades, and National Registry results. Information is needed as support to verify EMTs have received proper training in the event their actions are questioned.

### **Coordinating Activities Relating to Alabama Firefighters Memorial**

- **Alabama Firefighter Memorial Database for Contributions and Purchase of Brick Pavers (Retain in Office).** These records contain information relating to who donated money for brick pavers at the memorial.
- **Alabama Firefighter Memorial Donor Files. (Retain in Office).** This series consists of correspondence with individuals and organizations donating money to the Memorial as well as copies of their checks. The Alabama Fire College recommends these records for permanent retention based on their historical value.

- **Alabama Firefighter Memorial Inscriptions (Retain in Office)**. This series provides a listing of all the inscriptions in one location.
- **Alabama Firefighter Memorial History Documents, Publications, and Photographs**. This series includes historical documentation, publications, and photographs of the Memorial. (RDA page 3-8) (**Bibliographic Title: Alabama Firefighter Memorial History Documents, Publications, and Photographs**)

## **Administering Internal Operations**

### **Managing the Agency**

- **Website**. The commission has a web site at [www.alabamafirecollege.org](http://www.alabamafirecollege.org). Information on the site includes: laws and rules, various forms, commission members, online bookstore, Alabama Firefighter Memorial, and job postings. The standard disposition for an agency website is to preserve a complete copy of website annually or as often as significant changes are made. (RDA page 3-8) (**Bibliographic Title: Website**)
- **Historical Photograph File**. Photographs of training activities, classes, and other college-related activities that document the commission's core activities. (RDA page 3-8) (**Bibliographic Title: Historical Photograph File**)

## **Permanent Records List**

### **Alabama Fire College and Personnel Standards Commission**

1. Meeting Agendas, Minutes, and Packets of the Commission
2. Correspondence of the Executive Director
3. Policies, Procedures, and Publications
4. Annual Reports
5. Curriculum
6. Test Bank and Instrument Files\*
7. Test Administration and Roster Files\*
8. Certification Log Books
9. Meeting Agendas, Minutes, and Packets of the Emergency Medical Service (EMS) Advisory Committee
10. Resident Emergency Medical Technician (EMT) Class Files\*
11. Field Emergency Medical Technician (EMT) Class Files\*
12. Alabama Firefighter Memorial Database for Contributions and Purchase of Brick Pavers\*
13. Alabama Firefighter Memorial Donor Files\*
14. Alabama Firefighter Memorial Copy of Inscriptions\*
15. Alabama Firefighter Memorial History Documents and Photographs\*
16. Website
17. Historical Photograph File

\* indicates records that ADAH anticipates will remain in the care and custody of the creating agency. ADAH staff is available to work with agency staff in determining the best location and storage conditions for the long-term care and maintenance of permanent records.

## **Alabama Fire College and Personnel Standards Commission Records Disposition Authority**

This Records Disposition Authority (RDA) is issued by the State Records Commission under the authority granted by the Code of Alabama 1975, Sections 41-13-5 and 41-13-20 through 21. It was compiled by the Government Records Division, Alabama Department of Archives and History (ADAH), which serves as the commission's staff, in cooperation with representatives of Alabama Fire College and Personnel Standards Commission. The RDA lists records created and maintained by the Alabama Fire College and Personnel Standards Commission in carrying out its mandated functions and activities. It establishes retention periods and disposition instructions for those records and provides the legal authority for the department to implement records destruction.

Alabama law requires public officials to create and maintain records that document the business of their offices. These records must be protected from "mutilation, loss, or destruction," so that they may be transferred to an official's successor in office and made available to members of the public. Records must also be kept in accordance with auditing standards approved by the Examiners of Public Accounts (Code of Alabama 1975, Sections 36-12-2, 36-12-4, and 41-5-23). For assistance in implementing this RDA, or for advice on records disposition or other records management concerns, contact the ADAH Government Records Division at (334) 242-4452.

### **Explanation of Records Requirements**

- This RDA supersedes any previous records disposition schedules governing the retention of the Alabama Fire College and Personnel Standards Commission' records. Copies of superseded schedules are no longer valid and should be discarded.
- The RDA establishes retention and disposition instructions for records listed below, regardless of the medium on which those records may be kept. Electronic mail, for example, is a communications tool that may record permanent or temporary information. As for records in any other format, the retention periods for e-mail records are governed by the requirements of the subfunctions to which the records belong.
- Some temporary records listed under the Administering Internal Operations subfunction of this RDA represent duplicate copies of records listed for long-term or permanent retention in the RDAs of other agencies.
- Certain other short-term records that do not materially document the work of an agency may be disposed of under this RDA. Such materials include: (1) duplicate record copies that do not require official action, so long as the creating office maintains the original record for the period required; and (2) transitory records, which are temporary records created for internal purposes that may include, but are not limited to, telephone call-back messages; drafts of ordinary documents not needed for their evidential value; copies of material sent for information

purposes but not needed by the receiving office for future business; and internal communications about social activities. They may be disposed of without documentation of destruction. Other items that may be disposed of without destruction documentation include: (1) catalogs, trade journals, and other publications received that require no action and do not document government activities; and (2) stocks of blank stationery, blank forms, or other surplus materials that are not subject to audit and have become obsolete.

## **Records Disposition Requirements**

This section of the RDA is arranged by subfunctions of the Alabama Fire College and Personnel Standards Commission and lists the groups of records created and/or maintained by the commission as a result of activities and transactions performed in carrying out these subfunctions. The commission may submit requests to revise specific records disposition requirements to the State Records Commission for consideration at its regular quarterly meetings.

### **■ Promulgating Rules and Regulations**

MEETING AGENDAS, MINUTES AND PACKETS OF THE COMMISSION

Disposition: PERMANENT RECORD.

CORRESPONDENCE OF THE EXECUTIVE DIRECTOR

Disposition: PERMANENT RECORD.

Legal Case Files

Disposition: Temporary Record. Retain 6 years after the final settlement of the case.

POLICIES, PROCEDURES, AND PUBLICATIONS

Disposition: PERMANENT RECORD.

ANNUAL REPORTS

Disposition: PERMANENT RECORD.

### **■ Educating and Certifying Firefighting and Emergency Response Personnel**

Accreditation Records

Disposition: Temporary Record. Retain 10 years.

8<sup>th</sup> and 12<sup>th</sup> Month Progress Reports and Letters

Disposition: Temporary Record. Retain 3 years.

Student Reciprocity Records (for out-of-state students, includes ProBoard or IFSACFF I/II certification, ProBoard or IFSAC HM A and OPS certification, training syllabus or schedule from Fire College and Application for Certification)

Disposition: Temporary Record. Retain 6 months or until hired and move to Student Certification Records.

Student Certification Records

Disposition: Temporary Record. Retain 60 years.

CURRICULUM

Disposition: PERMANENT RECORD.

International Fire Service Accreditation Congress (IFSAC) and ProBoard Submission Records

Disposition: Temporary Record. Retain 3 years.

Evaluator Files

Disposition: Temporary Record. Retain 6 years after the separation of the employee from the college.

TEST BANK AND INSTRUMENT FILES

Disposition: PERMANENT RECORD. Retain in Office.

TEST ADMINISTRATION AND ROSTER FILES

Disposition: PERMANENT RECORD. Retain in Office.

CERTIFICATION LOG BOOKS

Disposition: PERMANENT RECORD.

Vendor Files

Disposition: Temporary Record. Retain 3 years.

Bookstore Inventory

Disposition: Temporary Record. Retain 3 years.

Bookstore Daily Deposits

Disposition: Temporary Record. Retain 3 years.

Bookstore Invoices Paid (for purchases made in the bookstore)

Disposition: Temporary Record. Retain 3 years.

Bookstore Invoices Outstanding (for purchases made in the bookstore)

Disposition: Temporary Record. Retain 3 years.

Bookstore UPS Shipping Files

Disposition: Temporary Record: 3 years.

Online Credit Card Transaction Records (including online receipts, deposit memos, receipts from Shelton State, correspondence refund request forms, and refund receipts.)

Disposition. Temporary Record. Retain 3 years.

Firefighter I and II Recruit School Files (course schedule information, student registration form, tuition and fees form, physical statement form, copy of diploma/GED, CPAT [Candidate Physical Ability Test] successful completion, copy of first responder or transcript of EMT training, proof of medical insurance, notice of employment from fire department, withdrawal form if applicable, request for refund if applicable, student payment information, enrollment sheet, course roster, listing for students who require lodging and Personal Protective Equipment, PPE, rental)

Disposition: Temporary Record. Retain 3 years.

Certification Course Class Files (records of each certification course taught on campus, includes student registration form, enrollment sheet, class roster, student payment, course critique, withdrawal form, invoice request, injury form if applicable, refund request if applicable, course brochure if applicable, any other class information)

Disposition: Temporary Record. Retain 3 years.

Non Certification Class Files (student registration form, enrollment sheet, class roster, student payment, withdrawal forms, invoice request, injury form if applicable, refund request if applicable, course brochure if applicable, any other class information)

Disposition: Temporary Record. Retain 3 years.

Grant Class Files (student registration forms; payment information on each student; enrollment sheet; class rosters, could be multiple; withdrawal requests, refund payment information, and injury report if applicable)

Disposition: Temporary Record. Retain 3 years.

Fire College Weekend Class Files (held four times a year, information includes student registration form; payment information on each student; enrollment sheet; class rosters, could be multiple; withdrawal requests; refund payment information; injury report if applicable)

Disposition: Temporary Record. Retain 3 years.

Direct Delivery Class Files (Direct Delivery request forms, registration for each student, enrollment sheet, class roster, withdrawal request, payment information if applicable, course brochure if applicable)

Disposition: Temporary Record. Retain 3 years.

Field Course Registration Files (application, approval for course, class roster, student payment, refund request if applicable)

Disposition: Temporary Record. Retain 3 years.

Student Services Resident Course Files (student application forms, college credit form, student rosters, credit/non-credit declaration, grades, withdrawal forms, ID forms, course information form, and student consent forms)

Disposition: Temporary Record. Retain 7 years.

Regional Course File (application for field courses, approval for courses, attendance records, and student applications)

Disposition: Temporary Record. Retain 5 years.

Fire Programs Recruit School Files (daily training schedule, withdrawal forms, course outlines, exams, injury reports, test scores)

Disposition: Temporary Record. Retain 3 years.

Candidate Physical Agility Test (CPAT) Files

Disposition: Temporary Record. Retain 1 year.

Fire Programs Instructor Resource Box (includes instructor guide, power point presentations, National Fire Protection Association standards, student manual. AFC curriculum and associated resource boxes are revised every 5 years.)

Disposition: Temporary Record. Retain 5 years.

MEETING AGENDAS, MINUTES AND PACKETS OF THE EMERGENCY MEDICAL SERVICES (EMS) ADVISORY COMMITTEE MINUTES

Disposition: PERMANENT RECORD.

Paramedic Student File (application, transcript, diploma, tuberculosis skin test, drivers license, essential functions form insurance card, physical form, background and drug screen permission form, statement of understanding)

Disposition: Temporary Record. Retain 5 years.

Basic EMT Student Files (health history includes application, transcript, diploma, tuberculosis skin test, drivers license, essential functions form, insurance card, physical form, background and drug screen permission form, statement of understanding)

Disposition: Temporary Record. Retain 5 years.

National Registry Results (of testing for certification)

Disposition: Temporary Record. Retain 1 year.

Student Medical Records

Disposition: Temporary Record. Retain 5 years after graduation.

EMT Student Insurance Files

Disposition: Temporary Record. Retain 7 years.

EMT Student Drug Testing Files

Disposition: Temporary Record. Retain 1 year.

Drug and Fluid Personnel Files (copy of EMT license, address, phone number, and e-mail address)

Disposition: Temporary Record. Retain 3 years.

Resident Affiliate Agreements

Disposition: Temporary Record. Retain 10 years following the end of the agreement.

Field (non-resident) Affiliate Agreements

Disposition: Temporary Record. Retain 10 years following the end of the agreement.

RESIDENT EMERGENCY MEDICAL TECHNICIAN (EMT) CLASS FILES

Disposition: PERMANENT RECORD. Retain in Office.

Resident EMT Class Files (paper syllabus, attendance, rotation verification forms, National Registry skill testing forms)

Disposition: Temporary Records. Retain 5 years.

American Heart Association Class Files (class files, method of payment, grades, application, and copies of issued cards)

Disposition: Temporary Record. Retain 2 years.

FIELD EMERGENCY MEDICAL TECHNICIAN (EMT) CLASS FILES

Disposition: PERMANENT RECORD. Retain in Office.

EMT Field Course Files (class application, instructor information, student registration, proof of payment, release forms, class roster, student grades, rotation verification, skills testing verification, monitor reports, background check information)

Disposition: Temporary Record. Retain 5 years.

Emergency Vehicle Operators Course (EVOC) Files (application, payment, roster)

Disposition: Temporary Record. Retain 5 years.

EMT Refund Request Forms

Disposition: Temporary Record. Retain 3 years.

EMT Tuition Invoices

Disposition: Temporary Record. Retain 3 years.

University of Alabama Emergency Medical Service (EMS) Student Grades and Attendance Records.  
Disposition: Temporary Record. Retain 60 years.

Exercise Projects (material relating to training exercises for emergency response teams, such as urban search and rescue, including journals of the activities, documents regarding decision making for the exercise, and proof of activity)

Disposition: Temporary Record. Retain 3 years.

Department of Defense and Industrial Training Division Proposal Work File (includes bid for a class and requests for quotes)

Disposition: Temporary Record. Retain until bid is accepted. Once bid is accepted move to Department of Defense and Industrial Training Division Course File. If bid is not accepted, it remains in the client work files.

Department of Defense and Industrial Training Division Client Work Files (includes bids, quotes, contact information, filed by organization) on organizations that contact the Fire College about courses

Disposition: Retain for useful life.

Department of Defense and Industrial Training Division Course File (includes all materials from the Department of Defense and Industrial Training Proposal Work File and expenses incurred while course is taught)

Disposition: Temporary Record. Retain until completion of course and examination of students, move to Department of Defense and Industrial Training Division Permanent Course File.

Department of Defense and Industrial Training Division Permanent Course File (course name, course dates, course location, instructor's name on contract, agency name and address, e-mail address, course enrollment, copy of purchase orders, and information carried over from Department of Defense and Industrial Training Proposal Work and Course Files)

Disposition: Temporary Record. Retain 1 year.

## ■ **Coordinating the Activities Relating to the Alabama Firefighters Memorial**

ALABAMA FIREFIGHTER MEMORIAL DATABASE FOR CONTRIBUTIONS AND PURCHASE OF BRICK PAVERS

Disposition: PERMANENT RECORD. Retain in Office.

ALABAMA FIREFIGHTER MEMORIAL DONOR FILES

Disposition: PERMANENT RECORD. Retain in Office.

ALABAMA FIREFIGHTER MEMORIAL COPY OF INSCRIPTIONS

Disposition: PERMANENT RECORD. Retain in Office.

ALABAMA FIREFIGHTER MEMORIAL HISTORY DOCUMENTS, PUBLICATIONS, AND PHOTOGRAPHS

Disposition: PERMANENT RECORD.

■ **Administering Internal Operations**

**Managing the Agency:**

WEBSITE

Disposition: PERMANENT RECORD. PRESERVE A COMPLETE COPY OF WEBSITE ANNUALLY OR AS OFTEN AS SIGNIFICANT CHANGES ARE MADE.

HISTORICAL PHOTOGRAPH FILE

Disposition: PERMANENT RECORD.

Routine Correspondence

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Regional Reports (include weekly activities of each regional director, weekly reports of activities in each region, on-going classes reports, scheduled classes reports, and completed classes reports)

Disposition: Temporary Record. Retain 3 years.

Records documenting the implementation of the agency's approved RDA (copies of transmittals forms to Archives or State Records Center, evidence of obsolete records destroyed, and annual reports to State Records Commission)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

Copies of Approved RDA

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the RDA is superseded.

**Managing Finances**

Accounts Receivables

Disposition: Temporary Record. Retain 5 years.

Accounts Payable

Disposition: Temporary Record. Retain 5 years.

Financial Budgets (planning notes and budgets, originals of budgets are kept at Shelton State)

Disposition. Temporary Record. Retain 5 years.

Records of Funded Grants (including grant applications, award letters, correspondence, grant expenditures, and grant invoicing)

Disposition: Temporary Record. Retain 6 years after submission of final report.

Records of Unfunded Grants

Disposition: Temporary Record. Retain 1 year.

Financial Grants – Incident Management Team

Disposition: Temporary Record. Retain for useful life.

Fire College Vendor Business Licenses (includes correspondence)

Disposition: Temporary Record. Retain 5 years.

Liability Insurance Files

Disposition: Temporary Record. Retain 5 years.

Requisitions (for office supplies, subscriptions, memberships, seminars, and conferences)

Disposition: Temporary Record. Retain 1 year.

Purchase Orders

Disposition: Temporary Record. Retain 3 years.

Commission Travel Files (travel expenses for commission members)

Disposition: Temporary Record. Retain 3 years after the end of the fiscal year in which the records were created.

IT Vendor Record (includes physical location and business contact information, quotes, requisitions, purchase orders, and invoices)

Disposition: Temporary Record. Retain 5 years.

Special Events Set up, Vendors, Quotes, and Contracts

Disposition: Temporary Record. Retain for useful life.

Records documenting contracts for services such as student drug screening

Disposition: Temporary Record. Retain 5 years after expiration of the contract.

### **Managing Human Resources**

Job Descriptions and Vacancy Notices

Disposition: Temporary Record. Retain for useful life.

Tenure/Probationary Staff and Adjunct Instructor Contracts and Hourly Contracts.

Disposition: Temporary Record. Retain 6 years after separation of the employee from the college.

Off Campus Proctor/Monitor Contracts

Disposition: Temporary Record. Retain 6 years after separation of the employee from the college.

Attendance Reports (staff leave forms and copies of attendance reports, the originals are sent to Shelton State College)

Disposition: Temporary Record. Retain 3 years.

Instructor/Hourly Staff Time Sheets (documents days, hours, and rate of pay per month, originals are sent to Shelton State)

Disposition: Temporary Record. Retain 3 years.

Employee Drivers License

Disposition: Temporary Record. Retain 3 years after separation of the employee from the agency.

Instructor Credentials Files (transcripts, resume, letter of employment, Shelton State College personnel form, and Shelton State College application form)

Disposition: Retain 7 years.

American Heart Association Instructor Files

Disposition: Temporary Record. Retain 2 years after lapse of instructor credential.

EMT Field Instructor Files

Disposition: Temporary Record. Retain 5 years after separation of the instructor from employment

### **Managing Properties, Facilities, and Resources**

Construction Files

Disposition: Temporary Record. Retain for useful life.

Building Maintenance and Repairs including purchase orders and invoices

Disposition: Retain 5 years.

Property (Fixed Assets)

Disposition: Temporary Record. Retain for useful life.

Equipment Maintenance and Repair Records

Disposition. Temporary Record. Retain 5 years.

Vehicle Maintenance and Repair Records

Disposition: Retain 5 years.

Office Furniture Records (quotes, samples, location of office and classroom furniture)

Disposition: Temporary Record. Retain 3 years.

Resource Scheduling (scheduling assignments for classrooms, lodging, events, and vehicles)  
Disposition: Temporary Record. Retain 1 year.

IT Inventory (tracking of hardware and software for plant management and assignments)  
Disposition: Temporary Record. Retain 10 years.

Product Warranty Files of EMS Coordinator (for each piece of equipment used in the EMS program, includes warranty paperwork and instruction booklets)  
Disposition: Temporary Record: Retain until the equipment is removed from the commission's inventory.

Rescue Truck Files (The Fire College has a fully stocked rescue truck for emergencies that occur on campus for day to day activities or course activities. This series include annual application for Rescue Truck License, copy of current drug and fluid personnel list, and additions and deletions from drug and fluid list during the year.  
Disposition. Temporary Record. Retain 5 years.

Drug Boxes. (The Fire College has several EMT paramedics on staff that provide EMS for events on campus. The rescue truck has drug boxes that contain drugs authorized by the state for EMT paramedics to use when providing advanced emergency care. This series include drug box inventory and outdated drugs, list of individuals breaking numbered seal on drug box and replacement of new seal, and affiliation agreements.)  
Disposition: Temporary Record. Retain 3 years.

## **Requirement and Recommendations for Implementing the Records Disposition Authority (RDA)**

Under the Code of Alabama 1975, Section 41-13-21, "no state officer or agency head shall cause any state record to be destroyed or otherwise disposed of without first obtaining approval of the State Records Commission." This Records Disposition Authority constitutes authorization by the State Records Commission for the disposition of the records of the Alabama Fire College and Personnel Standards Commission (hereafter referred to as the agency) as stipulated in this document.

One condition of this authorization is that the agency submits an annual Records Disposition Authority Implementation Report on agency records management activities, including documentation of records destruction, to the State Records Commission in January of each year. In addition, the agency should make every effort to establish and maintain a quality record-keeping program through the following activities:

- The agency should designate a records liaison, who is responsible for: ensuring the development of quality record keeping systems that meet the business and legal needs of the agency, coordinating the transfer and destruction of records, ensuring that permanent records held on

alternative storage media (such as microforms and digital imaging systems) are maintained in compliance with national and state standards, and ensuring the regular implementation of the agency's approved RDA.

- Permanent records in the agency's custody should be maintained under proper intellectual control and in an environment that will ensure their physical order and preservation.
- Destruction of temporary records, as authorized in this RDA, should occur agency-wide on a regular basis--for example, after the successful completion of an audit, at the end of an administration, or at the end of a fiscal year. Despite the RDA's provisions, no record should be destroyed that is necessary to comply with requirements of the state Sunset Act, audit requirements, or any legal notice or subpoena.
- The agency should maintain full documentation of any computerized record-keeping system it employs. It should develop procedures for: (1) backing up all permanent records held in electronic format; (2) storing a back-up copy off-site; and (3) migrating all permanent records when the system is upgraded or replaced. If the agency maintains records solely in electronic format, it should employ an electronic records management system that is capable of tying retention and disposition instructions to records in the system and of purging temporary records when their retention periods expire. The agency is committed to funding any system upgrades and migration strategies necessary to ensure its records' preservation and accessibility for the periods legally required.
- Electronic mail contain permanent, temporary, or transitory record information. Although e-mail records can be printed out, filed, and retained according to the RDA's requirements, the division should preferably employ an electronic records management system capable of sorting e-mail into folders and archiving messages having long-term value.
- The staff of the State Records Commission or the Examiners of Public Accounts may examine the condition of the permanent records maintained in the custody of the agency and inspect records destruction documentation. Government Records Division archivists are available to instruct the agency staff in RDA implementation and otherwise assist the agency in implementing its records management program.

The State Records Commission adopted this records disposition authority on January 26, 2011.

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Edwin C. Bridges, Chairman, by Tracey Berezansky  
State Records Commission

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Date

Receipt acknowledged

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Allan Rice, Executive Director  
Alabama Fire College and Personnel Standards Commission

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Date