

Policy

FIRE DISPATCH	O.G. NO. 1
TITLE: Information Retention and Release	PAGE 1 of 1

PURPOSE: The purpose of the information retention and release policy is to prescribe retention periods and information release procedures

SCOPE: This policy applies to Fire Dispatch incident records.

DATE OF REVISION: **APPROVED BY:** NI 9-1-1 Board

REVISIONS: **EFFECTIVE DATE:** October 29, 2008

All records required to be retention in this policy shall be secured as at least two copies. At least one of the copies of information required to be retained in this policy shall be reasonably secured to prevent loss due to disasters such as fire, flood or earthquake.

Electronic records of incidents processed by Fire Dispatch shall be retained for seven (7) years;

Audio records of incidents shall be retained for two (2) years; and

Printed records of incidents will not be retained.

Written requests for printed records, created from electronic records, or audio records of incidents will be processed as per the Freedom of Information and Protection of Privacy Act unless directed though the police, member fire departments or shareholders or the 9-1-1 Corporation.