

**DISTRICT OF COLUMBIA  
FIRE AND EMERGENCY MEDICAL SERVICES DEPARTMENT**

**BULLETIN NO. 50**

**SEPTEMBER 2006 (Revised)**

Bulletin No. 50 revises and replaces Old Bulletin No. 34 issued March 1979.

**OFFICIAL FORMS, RECORDS, AND FILES**

**Section 1. Official FEMS Forms**

FORM NUMBER	FORM TITLE	RETENTION PERIOD	REVISION DATE
001	Receipt for Property	3 years	1958
002.1	Notification of DIB Interview	5 years	11/01
002.2	DIB Recommendation	5 years	12/01
002.3	Completed Suspension	5 years	12/01
002.5	Disciplinary Action Form	5 years	12/01
002.6	Request for Legal Representation by Corporation Counsel	3 years	12/01
003.1DFC	Initial Written Notification	5 years	06/06
003.1BFC	Initial Written Notification	5 years	06/06
003.2DFC	Proposed Action	5 years	06/06
003.2BFC	Proposed Action	5 years	06/06
003.4DFC	Disciplinary Action	5 years	06/06
003.4BFC	Disciplinary Action	5 years	06/06
003.5DFC	Challenge to Proposed Action	5 years	06/06
003.5BFC	Challenge to Proposed Action	5 years	06/06
003.6DFC	Notice of Hearing	5 years	06/06
003.6BFC	Notice of Hearing	5 years	06/06
003.7DFC	Final Decision Notice	5 years	06/06
003.7BFC	Final Decision Notice	5 years	06/06
003.8DFC	Appeal of Deputy Chief Hearing	5 years	06/06
003.8BFC	Appeal of Battalion Chief Hearing	5 years	06/06
004	Weekly Battalion Inspection	1 year	11/04
004.1	Results of Annual Inspection of Apparatus and Equipment	1 year	02/02
004.2	Annual Apparatus Inventory	3 years	02/02
005	Fire Prevention Daily Report	3 years	12/01
005.1	Fire Prevention Itinerary Sheet	3 years	12/01

FORM NUMBER	FORM TITLE	RETENTION PERIOD	REVISION DATE
006	Notice of Violation of the Fire Code	5 years	12/01
006.1	Citation for Violation	5 years	05/01
006.2	Court Date Notice	1 year	12/01
006.3	Appeal of Violation Cited Under the Fire Code	1 year	12/01
006.4	Fire Inspection Approval	3 years	12/03
006OS	School Inspection Report	3 years	12/01
006R	Notification of Violation of Fire Prevention Code	5 years or in accordance with Fire Prevention Code	12/01
007	Vehicle Accident Investigation	5 years	09/03
008.1	Disposition of All Court Cases	3 years	12/01
009	Personnel Status Change	Until Superseded	10/01
009.1	GO, SO, MEMO Letterhead	Until Purpose Served	1985
010	Transfer-Reassignment Request	1 year	01/03
011	Annual Leave Request	3 years	08/02
011.1	Leave Liability	3 years	12/01
011.2	Restoration of Annual Leave Request	3 years	12/01
011.3	Battalion Totals for Annual Leave Request	3 years	12/01
011.4	Advance Annual Leave Request	3 years	01/02
011.5	Request for Annual Leave in lieu of Sick Leave	3 years	01/02
011.6	Report of Personal Leave	3 years	01/02
013	Certificate of Overtime	1 year	04/04
013.1	Working Day Off (Battalion Work Sheet)	1 year	1973
013.2	Working Day Off (Div/Batt. Report)	1 year	01/02
013.3	Working Day Off (Fire Chief Report)	1 year	1973
013.4	Daily Overtime Report	1 year	02/02
013.5	Individual Overtime Audit	1 year	01/02
013.5-C	Overtime Audit Coversheet	1 year	01/02
014	Permission for Outside Employment	Until Superseded	10/03
015TA	TA Physical Fitness Examination	5 years	12/01
017	Request for Repairs	5 years	11/73
017.1	Report & Claims For Repairs	5 years	01/02
017.5	PASS Receiving Requisition Form	5 years	09/88
018	Request for Educational Points	Until Purpose Served	01/02

FORM NUMBER	FORM TITLE	RETENTION PERIOD	REVISION DATE
018.2	Course Evaluation	Permanent	02/02
019	Letterhead Fire Chief	Until Purpose Served	02/74
019.1	Letterhead FEMS	Until Purpose Served	
019.2	Visitors to Fire Department Installations	1 year	12/01
019.4	Fire Prevention Special Events Itinerary	3 years	04/04
019.5	Special Events Cost Analysis	3 years	02/02
020	Application for Permit to Store Gasoline or Similar Liquids	1 year	12/01
021TA	TA Prescription Agreement	1 year	12/01
022	Building Inspection Report	5 years	12/03
022-AFA	Automatic Fire Alarm Report	3 years	10/01
023	Fire Marshal's Investigation Report	5 years	12/01
023A	Supplemental Sheet	5 years	
023.1	Supplemental Fire Investigation Sheet	5 years	12/01
023.2	Fire Prevention Follow Up Sheet	5 years	12/01
023CS	Consent to Search	5 years	12/01
023 JFIP	Juvenile Fire Setter Incident Referral	3 years after completion of program	12/01
023 K-9	Fire-Arson Investigation Unit K-9 Report	5 years	12/01
023 PL	Fire-Arson Photo Log	5 Years	12/01
024	Application for Permit to Store Fuel Oil	2 Years	12/01
025	Permit General	2 Years	12/01
025.1	Application for General Permit	2 Years	12/01
025.2	Permit General	2 Years	12/01
026	Day Care Center Inspection-Violation Notice	2 Years	12/01
027	Application-Permit to Store or Transport Explosives	2 Years	12/01
027.1	Inspection of Explosives	3 Years	08/89
027.2	Haz-Mat Release Notification	3 Years	12/01
027.3	Haz-Mat Investigation Report	3 Years	12/01
027.4	Tank Test Flammable and Combustible Liquids	Permanent	12/01
027.5	Firework Casualty Report	5 Years	12/01
028	Smoke Detector Waiver Form	5 Years	12/01
029	Referral Notice	3 Years	12/01

FORM NUMBER	FORM TITLE	RETENTION PERIOD	REVISION DATE
030	Nuisance Abatement Task Force Inspection Report	5 Years	12/01
031	Assembly-Exit Plan Comment Sheet	3 Years	12/01
032	FPD Complaint Form	5 Years	12/01
032.1	FPD Service Request	3 Years	12/01
032.2	FPD Inspection Report	5 Years	12/01
033.1	Leave Record	Permanent	07/69
034	Permission to Leave the Metropolitan Area While on S. L.	5 years	01/02
036	Sick Leave Certificate	Permanent	03/85
037.1	Repairs Communication Equipment	3 years	01/89
038	Mouth to Mouth Resuscitation	5 years	01/02
040	Individual Clothing Record	5 years	09/71
040.1	Clearance Record	Until Separation	03/04
042	Monthly Supply Requisition	3 years	02/00
042.1	Request for Supplies - SOD	1 year	08/03
043	Key Distribution	Until Purpose Served	01/02
044	Report of Illness or Injury (Uniform)	Permanent	02/02
044.1	Report of Possible Exposure to Communicable Disease	Permanent	12/01
044.2	Administrative Sick Leave Determination	Permanent	11/01
044.3	Confirmation of Pregnancy and Status Report	Permanent	12/01
045	Building Report	Until Superseded	11/01
045.1	Sprinkler-Standpipe Report	Until Superseded	04/03
046	Personnel Record Card	Permanent	
046.1	Descriptive Personnel Record Card	Permanent	
046.2	Physical Record Clinic	Permanent	
046.8	Longevity Record Card		
050	Performance Rating	Permanent	01/03
050.1	Performance Rating Contemplated	Permanent	01/03
050.2	Additional Compensation for Service	Permanent	01/02
050.3	Personnel Pay Problems	3 years	11/03
051	Annual Leave Assignments	Until Superseded	Every Year
051.1	Annual Leave Assignments	Until Superseded	Every Year
051.2	Annual Leave Assignments	Until Superseded	Every Year
051.3	Annual Leave Assignments	Until Superseded	Every Year
051.4	Annual Leave Assignments	Until Superseded	Every Year
053 SOD	Incident Report-Drill Record	5 years	09/03

FORM NUMBER	FORM TITLE	RETENTION PERIOD	REVISION DATE
053.1 SOD	After Action Report	5 years	12/03
053.2 SOD	Equipment Repair	5 years	09/06
053.3 SOD	Equipment Request	5 years	09/06
054 AU	Monthly/Annual Report Air Unit	2 yrs./ Permanent	12/01
054 E	Monthly/Annual Report Engine Co.	2 yrs./ Permanent	10/03
054 FU-TAU	Monthly/Annual Report Foam Unit & Twin Agent Unit	2 yrs./ Permanent	01/02
054 HMU	Monthly/Annual Report Haz Mat Unit	2 yrs./ Permanent	01/02
054 RS	Monthly/Annual Report Rescue Squad	2 yrs./ Permanent	09/03
054 T	Monthly/Annual Report Truck Co.	2 yrs./ Permanent	10/03
054 TA	Monthly/Annual Report New Vehicle Daily Check List	2 yrs./ Permanent	12/01
054.1 AU	Daily Activities Report Air Unit	2 years	10/01
054.1 E	Daily Activities Report Engine Co.	2 years	10/02
054.1 FU-TAU	Daily Activities Report Foam Unit & Twin Agent Unit	2 years	01/02
054.1 HMU	Daily Activities Report Haz Mat Unit	2 years	01/02
054.1 RS	Daily Activities Report Rescue Squad	2 years	01/02
054.1 T	Daily Activities Report Truck Co.	2 years	10/03
054.2 AMB	Daily Apparatus Inspection Ambulance	2 years	03/04
054.2 AU	Daily Apparatus Inspection	2 years	01/02
054.2 E	Daily Apparatus Inspection	2 years	01/02
054.2 FU-TAU	Daily Apparatus Inspection	2 years	01/02
054.2 HMU	Daily Apparatus Inspection	2 years	01/02
054.2 RS	Daily Apparatus Inspection	2 years	01/02
054.2 T	Daily Apparatus Inspection Truck	2 years	01/02
054.2 TPL	Daily Apparatus Inspection Truck Platform	2 years	02/05
054.2 TTD	Daily Apparatus Inspection Truck Tractor Driven	2 years	01/02
054.3 EMS	Daily Accountable Equipment Inventory Checklist	2 years	01/02
054.4 EMS	Medication(Rx) Due to Expire Within 60 Days	2 years	09/05
054.5 EMS	Medication Bag Check List	2 years	09/05
055	Company Officer Daily Checklist	2 years	07/06
067	District Government Service Board	Until Superseded	
067.1	Length of Service Award Report	1 year	01/02
067A	Affidavit for Leave Purposes		
070	Daily Time Ticket		

FORM NUMBER	FORM TITLE	RETENTION PERIOD	REVISION DATE
071	Work Order Form		
071.1	Preventive Maintenance Check List		
071.2	Apparatus Fuel Record	1 Year	12/01
079	Public Request for Information	6 Years	05/03
081.1	Personal Interview Report	Permanent	
084	Personal History Statement	Permanent	
084.1	Application for Service Credit	Permanent	
084.2	Request for Military Records	Permanent	
097	Report of Accountable Property Lost, Stolen or Damaged	2 years	11/01
099	File Insert Sheet	Permanent	03/02
108	Supervisor Quarterly Safety Inspection Report	3 years	12/01
112	Inventory of Accountable Property	Permanent	12/01
112.1	Property Certification Receipt	Permanent	12/03
118	Monthly Work Performance Evaluation Report	Permanent	06/77
118.1	Evaluation for Promotion	Permanent	03/75
118.2	Promotion Board Evaluation	2 years	
118.3	Composite Promotion Evaluation	2 years	
118.4	Application for Merit Promotion	2 years	05/02
118.5	Final Score of Qualifying Examination	Permanent	
119	Unit Personnel Record	Permanent	2001
121.01	Probationer Monthly Evaluation Report	Permanent	12/01
121.02	Probationer Monthly Evaluation Report	Permanent	12/01
121.03	Probationer Monthly Evaluation Report	Permanent	03/02
121.04	Probationer Monthly Evaluation Report	Permanent	12/01
121.05	Probationer Monthly Evaluation Report	Permanent	
121.06	Probationer Monthly Evaluation Report	Permanent	03/04
121.07	Probationer Monthly Evaluation Report	Permanent	03/04
121.08	Probationer Monthly Evaluation Report	Permanent	03/04
121.09	Probationer Monthly Evaluation Report	Permanent	06/04
121.10	Probationer Monthly Evaluation Report	Permanent	03/04
121.11	Probationer Monthly Evaluation Report	Permanent	03/04
122	Annual Inspection and Test of Hose	5 years	11/64
123	Non-Issue Helmet/Boot Approval	5 years	11/01
123 B	Quarterly Inspection of Non-Issue Boots	Until Superseded	11/01
123 H	Quarterly Inspection of Non-Issue Helmets	Until Superseded	11/01
123 PBI	PBI Gear Inspection	Until Superseded	01/02
124	Individual Clothing Inspection	2 years	

FORM NUMBER	FORM TITLE	RETENTION PERIOD	REVISION DATE
124.1	Parts of Uniform Allowed	2 years	
126	Deputy Fire Chief Daily Report	1 year	01/73
126 MA	Deputy Fire Chief Report	2 years	09/74
126.1	Battalion Distribution of Personnel	1 year	01/73
126.1 MA	Monthly/Annual Report BFC	2 years	01/73
126.2	Daily Personnel Report Other Div's	1 year	
126.4M	Monthly Record of Activities (TA)	2 years	
127.1M	Monthly Record of Activities (Comm. Div.)	2 years	
129	Smoke Detector Give Away	5 years	12/01
130 FPD	FPD Building Form	Permanent	12/01
130A FPD	FPD Building Form Supplement	Permanent	12/01
132.1	Fireworks	3 years	12/01
137	Application For Fire Pass	1 year	03/72
138	Pump Test	5 years	12/03
138.3	Hydrant Field Test	Until Superseded	04/03
138.4	Hydrant Report Form	5 years	09/03
138.5	Water Supply Officer's Worksheet	Until Superseded	
139.2	Inspection of Privately Owned Vehicles	Until Superseded	
140	Apparatus Qualification Form	Life of Apparatus	06/04
140 EMT	Technician Certification Form	Until Superseded	08/04
140 A	Application for Position of Technician	Until Superseded	12/01
140 B	Eye Examination Certification Request	Until Superseded	12/01
140 C	TA Technician Examination Form	3 years	06/04
140 D.1	Unit Technician Rating Form	3 years	11/01
140 D.2	Rating Form for BFC's Aide	3 years	12/01
140 E	Technician Selection	Until Superseded	12/01
140 F	Psychophysical and Eye Test		
140 MP	Motor Pool Vehicle Qualification Form	Until Superseded	06/04
140 RE	Apparatus Requalification	Until Superseded	08/04
140.1	Approval of Request for Military Leave		
151	EMS Run Sheet	6 Years	01/74
154	I.D. and P.A.T. Information Sheet	Until Superseded	07/06
157	Liability and Privacy Waiver	5 years	12/01
158	Report of Administrative Leave	Permanent	12/01
160	Pre-Complaint Counseling Form	7 years	03/05
160.1	Notice of Receipt of Discrimination Complaint	7 years	03/05
160.2	Request for Extension	7 years	03/05
160.3	EEO Exit Letter	7 years	03/05

FORM NUMBER	FORM TITLE	RETENTION PERIOD	REVISION DATE
160.4	Request for Interview – Final EEO Report	7 years	03/05
160.5	Interim EEO Investigative Report	7 years	02/02
160.6	EEO Counselor's Final Findings and Recommendations	7 years	03/05
160.7	Informal EEO Investigation	7 years	03/05
161	Quarterly Comparative Energy Use and Cost Report	1 year	01/76
162 A	Exchange of Annual Leave Periods	1 year	11/01
163	Application for Permission to Substitute Duty Hours	1 year	11/01
167	Emergency Duty Report	1 year	09/03
167.1	Emergency Duty Report-Apparatus		09/03
168	Overtime Report	1 year	05/79
169 FEMS	Counseling Form	5 years	11/01
169 FMD	Fleet Maintenance Counseling Form	5 years	12/03
170	Metro Station Information	Until Superseded	
170.1	Metro Center Platform Layout	Until Superseded	
170.2	Metro Side Platform Layout	Until Superseded	
170.3	Metro Response Report	Until Superseded	11/02
170.4	Metro Emergency Exit Shaft Inspection	Until Superseded	04/04
170.5	Metro Station Inspection	Until Superseded	04/04
170.7	Metro Radio Test	Until Superseded	10/01
171	Radio Problem Report	Until Superseded	01/02
175	Training Record	Permanent	05/02
175.1	Terrorism Training Expense Tracking	3 years	01/04
175.2	Training Expense Tracking	3 years	05/03
180	Language Line Service Usage Report		06/05
500 AED	AED Program Patient Report	5 years	02/02
501	Full Duty Checklist for EMS	1 year	01/02
502	EMS Evaluation Report	5 years	01/02
503	Provider Clinical Impression	5 years	11/05
902I	Incident Report		
902CC	Civilian Casualty Report		
902EMS	FFD/EMS Report		
902FC	Firefighter Casualty Report		



**Section 2. Other Government Numbered Forms Federal and Local**

<b>NUMBER</b>	<b>TITLE</b>
A1	Information for Physicians of FF-EMS Technician
A2	Physicians Work Status Recommendation
A3	Information for Physicians of FF-EMS Techs-Paramedics
A4	Physicians Work Status Recommendation
BOS 2	Medical History Record of Applicant
BOS 3	Clinic Referral Form
CD 1	Communication Tracking Form
CF 2	Cadet Weekly Evaluation Not FFD
CF 5	Cadet Weekly Evaluation FFD
CISM 1	CISM Incident Reporting Form
CME 1	Request for Continuing Medical Education Credit
D-4	Employee Withholding Allowance Certificate DC Resident
DC 01	Training Form
DC 025	Incentive Awards Program
DC 044	Memorandum
DC 044N	New Memorandum Format
DC 237	Payroll Deduction for US Savings Bonds
DC 274	Claim for Personal Property
DC 277	Authorization or Cancellation of Employee Organizational Dues
DC 2000	Employment Application
DC FMS 431	Request and Authorization for Official Travel
DCOP	Criminal Incident Report
DCOP 8	Position Description
DCSF 52	Request for Personnel Action
DCSF 59	Request for Approval of a Noncompetitive Action
DCSF 71	Application for Leave
DCSF 1199	Request for Advance Leave or Leave Without Pay
DCSF 1199A	Notification of Charge to Absence Without Official Leave (AWOL)
DCSF 1207A	Course Evaluation Form
DCSF 1290	Medical Certification DC Family and Medical Leave Act of 1990
DC Training Form 1	Employee Training Authorization (02-89)
DC Training Form 1A	Agreement to Continue in Service
DC Training Form 3	Request for Approval of Agency Training Program

NUMBER	TITLE
EAP 2	Consent for Release of Confidential Information
EAP 3	Employee Assistance Program – Appointment Verification
EAP 4	Employer Notification
ES 366	Receipt for Trash
FEMA 75.5	National Fire Academy Application
IC.1	Occupational Exposure Incident Report
IC.2	Communicable Disease Exposure Follow-up Form
IC.3	Notification of Possible Exposure
IC.4	Request for Information on Communicable Status of Patient
IC.5	Employee Immunization History
IC.6	Hepatitis B Vaccine Request/Waiver
IC.7	Tuberculosis PPD Questionnaire
IC.8	Tuberculosis Follow-up Form
IC.9	Influenza Vaccine Administration Form
MW 507	Employee's Maryland Withholding Exemption Certificate
OMBS 90	Address Non-Resident and Tax Withholding Authorization
PO 12	Report of Performance Rating
PO 100	Supervisor's Report of Accident
PO 101	Supervisor's Instruction and Code Information
PO 103	Employee Performance Report
PO 104KL	Summary of Injuries and Accidents
PO 107	Motor Vehicle Fleet Safety Performance
PO 131	DC Government Employee Motor Vehicle Driver Identification Card
PO 141	Application for Motor Vehicle Driver Identification Card
SF 1189	Pay Allotment
SF 1198	Pay Allotment
SF 1199A	Cancel Allotments or Payments to Financial Institutes
SF 1275	Life Insurance Elective
SF 1276	Designation of Beneficiary
SF 2809	Health Benefits Registration
SF 2810	Notice of Change in Health Benefits Enrollment
VA -4	Virginia Dept. of Taxation Personal Exemption Worksheet
W-2	Request for Duplicate
W-4	Employee's Withholding Allowance Certificate (Federal)

**Section 3. Miscellaneous Forms Alphabetical Order**

<b>TITLE</b>
Accident Responsibility
ADA Form (Americans with Disabilities Act)
Anniversary Dates
Application for Family/Medical Leave
Application for Operation Enduring Freedom-Active Duty Pay Differential
Application to Donate AL to Leave Bank
Application to Receive AL from Leave Bank
DC Disability Comp Program Acknowledgement Form and Instruction
DC Disability Comp Program CA-3 Report of Return to Duty
DC Disability Comp Program CA-7 Part A Claim for Compensation
DC Disability Comp Program CA-7 Part B Statement of Official Employment
DC Disability Comp Program Cover Sheet Injury Investigative Report
DC Disability Comp Program Employment Disability Status
DC Disability Comp Program First Report of Injury or Occupational Disease
DC Disability Comp Program Medical Authorization & Release of Confidential Information
DC Disability Comp Program Physician's Report of Employee Injury & Injury
DC Disability Comp Program Supervisors Report Form
District of Columbia Alternative Employment Record
District of Columbia Family/Medical Leave Use Report
Dress Uniform Survey/Inspection
Employee Health Benefits Options While in Non-Pay Status
EMS Mandatory Protocol Reporting Form
Event Information Request Form
Home Fire Safety Survey
Leave Adjustment Form
Official Letter Format
Request For Family/Medical Leave
Savings Bond Payroll Deduction Authorization
Trial Board Hearings Procedure

**Section 4. Other Records and Files**

### 1. Official Personnel Folders

Consists of folders maintained at FEMS Headquarters containing records of individual members of the uniform force or civilian personnel as required by regulations of the U. S. Civil Service Commission or the Government of the District of Columbia. Filed by (1) active, and (2) inactive personnel and by name there under.

**Retain:** For 75 years after birth of individual or 60 years after date of earliest document in folder. If date of birth cannot be ascertained and if employee has been separated or retired for at least 5 years, retain until 5 years after death of the individual.

### 2. Traveling Personnel Folder

Consists of folders similar to the Official Personnel Folder which travels with the individual from one assignment to another.

**Retain:** On separation, retirement or death, destroy contents except for items not duplicated in Official Personnel Folder.

### 3. Application for Employment

Certain applications for employment, records of interviews and other papers related to applications which did not result in appointment.

**Retain:** Until 5 years after close of fiscal year.

### 4. Pension Files

Consists of individual folders containing records of widows and other beneficiaries entitled to pensions under the Police and Firemen's Pension Act. Filed by (1) active cases, (2) closed cases, and by name of pensioner.

**Retain:** For 20 years after final payment.

### 5. FEMS Copies of Payrolls

Consist of memo copies of payrolls for civilian and uniform force employees and related papers. Filed chronologically.

**Retain:** For 2 years after close of fiscal year.

### 6. Property Inventory Cards

Maintained by the Fire Department Property Section, or elsewhere to provide data on stock

control, replenishment and location of personal property- Filed by Commodity Group and stock number or name there under.

***Retain:*** For 5 years.

### **7. Daily Desk Journals**

Consist of bound volumes containing daily record of activity at Fire Houses and equivalent records earlier known as Monthly Rosters and various other titles.

***Retain:*** Permanent

### **8. Administrative Files**

Correspondence and reports not otherwise covered by this schedule pertaining to the internal operations of the Fire Department and not involving accountability for funds or property. Filed at departmental or division headquarters by subject name, decimal, or index number.

***Retain:*** For 4 years after close of fiscal year.