

## **ORDINANCE**

**AN ORDINANCE OF THE COUNCIL OF THE CITY OF KNOXVILLE AMENDING CHAPTER 2, ARTICLE VII, DIVISION 4, SECTION 2-771 OF THE KNOXVILLE CITY CODE TO UPDATE THE KNOXVILLE FIRE DEPARTMENT'S RECORDS RETENTION SCHEDULE.**

**ORDINANCE NO:** O-44-2024

**REQUESTED BY:** Fire Department

**PREPARED BY:** Law

**APPROVED ON 1<sup>ST</sup>**

**READING:** 3-19-2024

**APPROVED ON 2<sup>ND</sup>**

**READING:** 4-2-2024

**APPROVED AS AN EMERGENCY**

**MEASURE:** \_\_\_\_\_

**MINUTE BOOK:** 88 **PAGE** \_\_\_\_\_

**WHEREAS,** Sections 2-764 through 2-775 of the Knoxville City Code regulate the schedule for records maintenance for various departments within the City of Knoxville, including the retention, storage and disposal requirements for records maintained by the Knoxville Fire Department; and


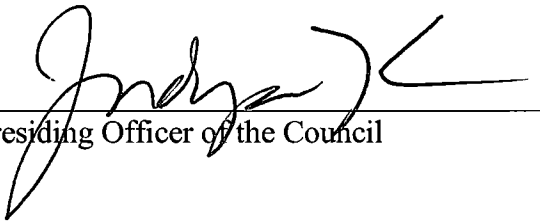
**WHEREAS,** the Municipal Technical Advisory Service Institute for Public Service (MTAS) has provided guidance to municipalities with regard to the recommended retention schedule for certain fire records, and the Knoxville Fire Department desires to amend the City's existing records retention schedule set forth in Section 2-771, subsection (1) in order to follow this guidance.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF KNOXVILLE, TENNESSEE:**

**SECTION 1:** The Knoxville City Code, Chapter 2, Article VII, Division 4, Sec. 2-771 is hereby amended by deleting subsection (1) in its entirety and replacing it with the following records retention schedule for all records maintained by the Fire Department:

	<b>Title or Description</b>	<b>Retain as Indicated</b>
(1)	Fire Department Records:	
(a)	Arson Investigation Reports (casefiles, reports, photographs, etc.)	30 years or until the convicted perpetrator is released from prison, whichever is longer
(b)	Blood borne Pathogens/Infectious Material Standard:	
i.	Written Exposure Plan	Maintain Current Version Continuously, Discard older versions
ii.	Employee Exposure Records	Duration of employment plus 30 years
(c)	Employee Training Records	Duration of employment plus 3 years
(d)	Employee Medical Records	Duration of employment plus 30 years
(e)	Firefighter Annual Certification of Fitness to Perform Job Functions	3 years
(f)	Firefighter Annual Facemask Fit Test Records	3 years
(g)	Time Reporting Sheets	7 years
(h)	Safety Data Sheets For Chemicals On Premises (formerly MSDS)	Maintain Current Version
(i)	Chemical Used Records	30 years
(j)	Fire Incident Reports	10 years
(k)	Fire Inspection Records and Similar Reports	At minimum, keep all reports for a period of three years. Additionally, retain current inspection report until a new inspection report is created for the location.
(l)	Vehicle and Equipment Maintenance Records	Retain 5 years or life of equipment, whichever is longer.
(m)	Medical Records of Patients in EMS Run Records	20 years
(n)	Permits- Blasting	3 years
(o)	Permits- Pyrotechnics and invoices	3 years
(p)	Permits- Storage Tanks	Duration of tank plus 20 years
(q)	Receipt books	10 years

**SECTION 3:** This Ordinance shall take effect seventeen (17) days from and after its passage, the public welfare requiring it.

  
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City Recorder  
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Presiding Officer of the Council