

Goal:

The goal is to have a policy in place to ensure that the routine files are maintained in an orderly fashion.

Scope:

To develop a procedure for:

1. Determining What Files Will Be Maintained on a Routine Basis;
2. Determining the Archive Schedule for Routine Files.



Contents of 3 - Drawer File Cabinet

1.0 Determining What Files Will Be Maintained on a Routine Basis**1.1 *Top Drawer.***

- ANI/ALI Service Address Inquiries:
 - Any service address inquiries made online to Telus will be filed newest to the front
- Law Enforcement Disclosures:
 - Completed FOIP Law Enforcement Disclosures will be filed newest to the front
- Fire Dispatch Forms:
 - The Fire Dispatch Forms are filed by Fire Department for all areas newest to the front in each Department folder
- Time Sheets:
 - Blank timesheets are contained in a separate folder marked “Blank.”
 - Completed timesheets are filed in a separate folder marked “Current.”
- Staff Member Files:
 - Filed alphabetically by first name for current staff members. These folders typically contain:
 - Continuing education documentation,
 - Training Records,
 - Personal documentation.
- Monthly Report Working Documents:
 - Shift Summaries
 - CPO Traffic Stop Summary
 - CPO Activity Reports
- CPO Files:
 - CPO documentation submitted manually to CPO Services
 - CPO schedule submitted by CPO Services
 - CPO notices to Dispatch from CPO Services



1.2 *Second Drawer:*

- Fire Dispatch Forms:
 - The Fire Dispatch Forms are filed by month, then by Fire Department for the most current six (6) months.
- Monthly Reports:
 - Daily Log Sheets
 - Shift Summary Reports
 - Completed Monthly Reports
- National Academy of Emergency Dispatch:
 - Current documentation from NAED
- Priority Dispatch
 - Current documentation from Priority Dispatch (ProQA)
- Report Exec Manuals
 - Current documentation and manuals for Report Exec Enterprise
- Uniform Orders
 - Blank uniform order forms and current uniform orders
- Stationary Supply Orders
 - Blank order forms and current orders
- Alberta E911 Advisory Association
 - Minutes of semi-annual meeting
 - Information bulletins
- Resumes
 - Current resumes maintained for six (6) months
- Public Education
 - Documentation related to public education programs
- Staff Appreciation
 - Christmas party
 - SWAG



1.3 *Third drawer:*

- Overflow of Monthly Fire Dispatch Forms
 - Moved from second drawer after six (6) months
- CPO Log Books – Blank
- CPO Log Books – Completed

2.0 **Determining the Archive Schedule for Routine Files**

2.1 *Top Drawer:*

- ANI/ALI Service Address Inquiries:
 - Annually
- Law Enforcement Disclosures:
 - Annually
- Fire Dispatch Forms:
 - Monthly
- Time Sheets:
 - Bi-weekly
- Staff Member Files:
 - Lifetime
- Monthly Report Working Documents:
 - Monthly
- Public Safety Files:
 - Monthly

2.2 *Second Drawer:*

- Quality Assurance reports:
 - Annually



- Fire Dispatch Forms:
 - Semi- Annually
- Monthly Reports:
 - Annually
- National Academy of Emergency Dispatch:
 - Annually
- Priority Dispatch
 - Annually
- Report Exec Manuals
 - Lifetime
- Uniform Orders
 - Annually
- Stationary Supplies
 - Annually
- Alberta E911 Advisory Association
 - Annually
- Resumes
 - Current resumes maintained for six (6) months
- Public Education
 - Annually
- Staff Appreciation
 - Annually

2.3 *Third drawer.*

- Overflow of Monthly Fire Dispatch Forms
 - Annually
- CPO Log Books – Completed
 - Monthly

