

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
COMMUNICATIONS**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGCOM-001	DISPATCH REPORTS/LOGS Reports, logs, or equivalent records maintained by dispatcher detailing fire, rescue, police, or other medical units dispatched. Generally include date and time call received; name of person receiving call; what happened; what is needed; number of vehicles, structures, or persons involved; name, location, and phone number of person calling; date and time vehicle dispatched; vehicle identification number; staff involved; arrival time on scene; date and time other officials notified; plus date and time mission completed.	VITAL	Retain at agency current yr plus 2 yrs; delete/destroy.