

**LOCAL GOVERNMENT GENERAL RECORDS RETENTION SCHEDULE
EMERGENCY PLANNING AND OPERATIONS**

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGEPO-001	<p>ADMINISTRATIVE REFERENCE FILES</p> <p>Maintained for convenience of reference. Topics in the file may include, but are not limited to: training materials, publications, persons to contact for leasing of equipment in the event of disasters, statewide communication services, temporary housing available, equipment rental rates, evacuation plans, fallout shelter locations and capabilities, fuel tank locations, hazardous materials, county and state officials, Delaware National Guard, hospital locations and capabilities, and lists of volunteers to be contacted in emergency or disaster situations.</p>	VITAL	Retain at agency until no longer needed; destroy.
LGEPO-002	<p>EMERGENCY/DISASTER PLANS</p> <p>Consist of an approved plan for response to natural, nuclear and/or other disasters. May include crisis relocation plans, emergency reserve plans and medical treatment plans.</p>	VITAL	Retain at agency 2 yrs after superseded; destroy.
LGEPO-003	<p>EMERGENCY OPERATIONS REPORTS</p> <p>Reports document emergency operations undertaken by the agency. Include operation number, reporting organizations, starting date, time out, assistance request, call received by incident or nature of operation, summary of equipment, other agency assistance, victims, operators and signature of Civil Defense Director. Reports used to document major activities and equipment cost per hour of operation.</p>	VITAL	Retain at agency 3 yrs after conclusion of event; destroy.
LGEPO-004	<p>AGREEMENTS (LOCAL/COMPREHENSIVE/COOPERATIVE)</p> <p>Agreements between federal, state, and local governments concerning disaster preparedness/response. Identify programs or agencies that will perform specific tasks in the event of an emergency or disaster. Include related plans, jurisdictional information, training data, manpower statistics, public information, communications, and projected program activities.</p>	VITAL	Replace as updated.
LGEPO-005	<p>DAMAGE ASSESSMENT FORMS</p> <p>Local government copies of standard forms sent to the Federal Emergency Management Agency (FEMA) in the event of a disaster. Contain a detailed assessment of damages.</p>	VITAL	Retain at agency 3 yrs; successful audit; destroy.

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LGEPO-006	<p>HAZARDOUS MATERIAL INVENTORIES</p> <p>Maintained to inform local jurisdiction of any hazardous materials stored in, or being transported through the local government's jurisdiction. May include inventories of fossil fuels, agricultural chemicals, radiological materials, and chemical waste.</p>	VITAL	Maintain at agency; update as needed.
LGEPO-007	<p>PURCHASING AGENT LISTS</p> <p>Contain a list of people who have been authorized by the local government to purchase equipment and materials in an emergency or disaster situation. Include name, address, and telephone number.</p>	VITAL	Replace as updated.
LGEPO-008	<p>SURPLUS PROPERTY FILES</p> <p>Used to document property received, and to monitor maintenance. Consist of a description of property, shipping documents, and condition reports.</p>	VITAL	Replace as updated.
LGEPO-009	<p>DRILL AND SIMULATION RECORDS</p> <p>Include drill and simulation exercises pertaining to emergencies/disasters. Show types of exercises, number of personnel participating, equipment used, problems encountered, and other aspects of performance.</p>		Retain at agency 3 yrs; destroy.