HS15 – Fire Incidents and Inspections

These records relate to fire investigations and fire safety inspections.

Content & Scope
This records class includes investigations of fire alarms and fire occurrences as well as fire safety inspections of University premises as provided for under the Fire Protection and Prevention Act, 1997.

The records include fire alarm reports, fire investigation reports, inspection orders, fire inspection reports, notices of violation, records of corrective action, and related correspondence.

Responsible Unit
Safety Office

Information Steward
University Secretary

Privacy Classification
Confidential

Retention
2 years after last action on case, except that the records of significant fire occurrences are retained indefinitely

Disposition
Secure Destruction

Authority
Fire Protection and Prevention Act, 1997, part VI

Retention Rationale
The retention period is based on operational use.

Approval Date(s)
December 19, 2011