

Organizational Placement**Schedule number: 2010-0009**

Agency: Oregon Department of State Police (OSP)
Office: State Fire Marshal
Section: Education and Information Services Fire and Life Safety Education
Unit: Data Services Collection and Research

Program Description

The Data Services Collection and Research Unit is responsible for the operation and development of the state's fire, non-fire and hazardous materials incident reporting software. The purpose of the unit is to collect fire and hazardous materials incident data and report it to the fire service community and public. This data provides direction for fire prevention actions and programs, fire response deployment and efficiency, and hazardous materials incident probability. Data Services collection and Research provides state fire incident data to the National Fire Information Reporting System managed by the U.S. Fire Administration. In addition, the unit responds to requests for information from the public, fire safety services local, state and federal agencies; the media and stakeholders.

Program Records

- 234 Fatal Fire Incident Records**
Retain 75 years, destroy
- 235 Fire Incident Records**
Retain 15 years, destroy
- 236 Non-Fire Incident Records**
Retain 15 years, destroy
- 237 Large Loss (\$1,000,000+) Investigation Records**
Retain 99 years, destroy
- 238 Historic Fire Records, 2001 – [ongoing] 5 c.f.**
Retain permanently, transfer to State Archives after 10 years
- 239 Juvenile Firesetter Intervention Records**
Retain 75 years, destroy

State Agency General Records Retention Schedule Records:

Includes but not limited to

Administrative Records (OAR 166-300-0015)
Contracts and Agreements
Correspondence
Mailing Lists
Policy Development and Planning Records
Policy and Procedure Guidelines and Manuals
Staff Meeting Records

Databases

OREGON ALL INCIDENT REPORTING SYSTEM (OAIRS) Defunct

OREGON FIRE & EMS BRIDGE