



**This schedule applies to: Emergency Communications (911) Agencies**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of the public records of local agencies operating emergency services communication systems and dispatching services, personnel, equipment, and facilities for police, fire, medical, or other emergency services in accordance with 47 CFR § 64 Subpart AA. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

**Disposition of public records**

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of "Life of the Agency" or "Permanent") must not be destroyed. Records designated as Archival (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation. Such public records must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with chapter 42.56 RCW. Such public records must be managed in accordance with the agency's policies and procedures for public records requests.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

**Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on November 29, 2012.

For the State Auditor: Cindy Evans

For the Attorney General: Sharon Payant

The State Archivist: Jerry Handfield



## REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	November 29, 2012	New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled, and 3 series imported from version 6.0 the <i>Law Enforcement Records Retention Schedule</i> . All disposition authority numbers (DANs) have been assigned a prefix of "EM" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .

For assistance and advice in applying this records retention schedule,  
please contact Washington State Archives at:  
[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)  
or contact your Regional Archivist.



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## 1. COMMUNICATIONS

The function relating to operating emergency services communication systems and dispatching services, personnel, equipment, and facilities for police, fire, medical, or other emergency services.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF REMORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
EM50-29-01 Rev. 0	911 CONVERSATIONS – MASTER RECORDINGS Master audio recordings of activity processed through Public Safety Answering Points (PSAP), statewide default answering points, or other emergency answering points pursuant to <a href="#">47 CFR § 64 Subpart AA</a> .	<b>Retain</b> for 90 days after conclusion of dispatch action <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
EM50-29-02 Rev. 0	911 ELECTRONIC PRINTOUTS	Retain for 6 years after date of printout <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
EM2010-028 Rev. 0	<b><i>Automated Number Indicator (ANI)/Automatic Location Indicator (ALI) – Operational Problems</i></b> Documentation of technical difficulties experienced by Public Safety Answering Points (PSAP), statewide default answering points, or other emergency answering points for forwarding to providers.	<b>Retain</b> for 6 years after resolution of problem <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
EM2010-029 Rev. 0	<b><i>Automatic Call Distribution (ACDR)</i></b> Records documenting the distribution of incoming calls received by an automatic call distribution system to dispatch staff and dispatch action(s) taken on individual calls. Used for administrative oversight of the system.	<b>Retain</b> for 6 months after last action taken <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OPR
EM50-29-03 Rev. 0	<b><i>Computer Aided Dispatch (CAD) – Backup Data/Tapes</i></b>	Retain for 3 years after date of backup <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL <b>ESSENTIAL</b> OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF REMORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
EM06-01-02 Rev. 0	<b><i>Computer-Aided Dispatch (CAD) – Incident Files</i></b> Individual descriptive reports and summaries of all calls for services processed through local Public Safety Answering Points (PSAP), statewide default answering points, or other emergency answering points pursuant to <a href="#">47 CFR § 64 Subpart AA</a> . <i>Includes, but is not limited to:</i> <ul style="list-style-type: none"><li>• Descriptions of calls received and incident notes;</li><li>• Dispatch response(s) provided;</li><li>• Requests for outside service or support (tow, ambulance, etc.).</li></ul>	<b>Retain</b> for 1 year after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
EM50-29-05 Rev. 0	MASTER ADDRESS STREET LOGS	Retain for 1 year after superseded <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
EM50-29-06 Rev. 0	NATIONAL CRIMINAL INFORMATION CENTER LOGS	Retain for 1 year after date of last entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
EM50-29-07 Rev. 0	RADIO LOGS	<b>Regain</b> for 60 days after date of last entry <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM
EM50-29-08 Rev. 0	SUPERVISOR SHIFT REPORTS	Retain for 2 years end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF REMORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
EM50-29-10 Rev. 0	TELETYPES (INCOMING AND OUTGOING)	Retain for 1 year after end of calendar year <i>then</i> <b>Destroy.</b>	NON-ARCHIVAL NON-ESSENTIAL OFM



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There are no records series designated as “Archival” in the *Emergency Communications (911) Records Retention Schedule*.

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