

This schedule applies to: Fire and Emergency Medical Service Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of all fire protection districts and departments and emergency medical service districts and departments relating to functions including the prevention and suppression of fires, the provision of emergency medical services, and the protection of life and property. 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.

Disposition of public records

Public records covered by records series within this records retention schedule (regardless of format) 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 state resources.

Public records designated as “Archival (Permanent Retention)” 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.

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 *Month Date*, 2020.

For the State Auditor: Al Rose

For the Attorney General: Matt Kernutt

The State Archivist: Steve Excell

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 (LGGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of “FM” and a revision number of “0” (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> .
2.0	MONTH DAY, 2020	Major revision of schedule.

For assistance and advice in applying this records retention schedule,
please contact your agency’s Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov

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1. ASSET MANAGEMENT

The function of managing the agency’s assets where not covered by the *Local Government Common Records Retention Schedule (CORE)*.

1.1 INVENTORY

The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2020-XXX Rev. 0	<p><i>Pharmaceutical Inventory Accountability</i></p> <p>Records documenting the agency’s acquisition, transfer, administration, return, and/or destruction of pharmaceuticals, including controlled substances, in accordance with the Drug Supply Chain Security Act (Title II of the Drug Quality and Security Act, Public Law 113-54).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Official transaction reports from wholesale suppliers or distributors; • Transaction statements from wholesale suppliers or distributors; • Records tracking the administration and restocking of pharmaceuticals by the agency; • Records documenting destruction or return to distributor of unused pharmaceuticals. 	<p>Retain for 6 years after date of administration, destruction, or return to distributor</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

1.2 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing actions on assets with the aim of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-18 Rev. 1	<p><i>Inspection/Testing of Firefighting Apparatus and Equipment</i></p> <p>Records documenting inspections and tests performed in accordance with chapter 296-305 WAC on agency equipment (including apparatus, or mobile equipment) used for fire suppression, personal protection, and rescue.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fire apparatus, such as pumpers, tenders, ladder rigs, brush rigs, etc.; • Personal protective equipment (PPE); • Protective clothing; • Fire suppression and supply hose; • Safety nets, ropes, and harnesses. <p>Excludes:</p> <ul style="list-style-type: none"> • Records documenting maintenance and repairs made to apparatus/equipment, covered by <i>Maintenance – Major and/or Regulated (DAN GS2012-039)</i>; • Equipment inventories covered by <i>Inventory – Capital, Expendable, and Consumable Assets (DAN GS50-03A-18)</i>. 	<p>Retain for life of apparatus/equipment <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

2. FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

The functions of prevention and suppression of fires, provision of emergency medical services, and protection of life and property.

2.1 COMMUNITY INVOLVEMENT

The activity of the agency's interaction and involvement with its community.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2020-XXX Rev. 0	<p>Juvenile Fire Setter Assessments/Interventions</p> <p>Records documenting services provided by the agency at parent/guardian request to identify, educate, and evaluate the progress of individual juveniles who may be prone to fire setting behavior.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Interviews and screenings of children, their parents/guardians, and their families; • Educational services provided; • Referrals to community mental health, social services. <p><i>Note: Retention based on requirements for juvenile justice records.</i></p>	<p>Retain for 5 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM2020-XXX Rev. 0	<p>Ride-Along Program</p> <p>Records relating to public participation in agency Ride-Along programs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Parent/legal guardian permissions for individuals under age 18. <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080 and RCW 4.16.190).</i></p>	<p>Retain for 3 years after participant's ride-along <i>and</i> 3 years after participant reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

2.2 EMERGENCY RESPONSE

The activity of preventing and suppressing fires and providing emergency medical assistance to individuals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-14 Rev. 1	<p>Fire Incident Reports Records documenting basic information about each fire incident.</p>	<p>Retain for 6 years after end of calendar year <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-20 Rev. 1	<p>Medical Incident Reports Records documenting emergency medical services provided to individuals at the scene of a medical emergency or while transporting a patient to an appropriate medical facility. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Patient assessment; • Patient medical history; • Treatment provided on scene and during transport. 	<p>Retain for 8 years after provision of services <i>and</i> 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-23 Rev. 1	<p>Radio Logs Records documenting incoming and/or outgoing emergency radio communications.</p>	<p>Retain for 90 days after date of document <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

2.3 INVESTIGATIONS AND REVIEWS

The activity of investigating fire incidents to determine their cause and analyzing previous emergency responses to improve planning and procedures.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-15 Rev. 1	<p>Fire Investigations – Closed Investigations</p> <p>Records relating to investigations of all incidents that <u>do not</u> result in loss of human life and which are resolved as accidents or result in arson convictions.</p> <p>Excludes investigation records covered by:</p> <ul style="list-style-type: none"> • <i>Fire Investigations – Incidents That Result in Loss of Human Life (DAN FM53-04-17);</i> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i> • <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15).</i> 	<p>Retain for 6 years after conviction</p> <p><i>or</i></p> <p>6 years after accident determination</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
FM53-04-17 Rev. 1	<p>Fire Investigations – Incidents That Result in Loss of Human Life</p> <p>Records relating to investigations of all incidents that result in loss of human life, including investigations of arson and fires for which a cause has not been determined and those that have not been resolved by a conviction.</p> <p><i>Note: RCW 9A.04.080 provides an unlimited amount of time to file criminal charges in cases of arson that result in the loss of human life.</i></p>	<p>Retain for 6 years after conviction and exhaustion of appeals process</p> <p><i>or</i></p> <p>10 years after decision not to proceed with investigation</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>

2.3 INVESTIGATIONS AND REVIEWS

The activity of investigating fire incidents to determine their cause and analyzing previous emergency responses to improve planning and procedures.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-16 Rev. 1	<p>Fire Investigations – Open Investigations of Incidents That Do Not Result in Loss of Human Life</p> <p>Records relating to investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p>Excludes investigation records covered by:</p> <ul style="list-style-type: none"> • <i>Fire Investigations – Incidents That Result in Loss of Human Life (DAN FM53-04-17);</i> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i> • <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15).</i> <p><i>Note: Retention based on 10-year statute of limitations for filing criminal charges for an arson that does not result in the loss of human life (RCW 9A.04.080).</i></p>	<p>Retain for 10 years after decision not to proceed with investigation</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM2020-XXX Rev. 0	<p>Post-Incident Analysis</p> <p>Records relating to formal or informal analysis of a given emergency response event to evaluate the events that occurred, strategy and tactics employed, results, and lessons learned.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Incident overview; • Identified strengths; • Areas of improvement; • Recommendations. 	<p>Retain for 6 years after completion of analysis</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

2.4 PLANNING AND PERMITTING

The activity of the local government agency inspecting sites and facilities, gathering information to protect life and property, and granting authorization or approval in a regulatory capacity, pursuant to applicable laws and regulations, where not covered by Code Enforcement (DAN GS2012-026) in the Local Government Common Records Retention Schedule (CORE).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-04 Rev. 1	<p>Building Information – Pre-Incident Planning</p> <p>Records created and compiled on specific facilities and structures within the agency’s jurisdiction to facilitate planning of emergency response.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Floor/site plans; • Building features; • Type and location of existing fire and life safety systems; • Potential hazards and problem areas; • Need for specialized equipment or suppression methods. 	<p>Retain until obsolete or superseded <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>
FM53-04-06 Rev. 1	<p>Burning Permits – Issued/Enforced by Agency</p> <p>Records relating to the issuance/enforcement of temporary, site-specific burning permits by the fire protection agency by authority of delegation from the Department of Ecology or Air Pollution Control Authority in accordance with RCW 70.94.6530.</p> <p>Excludes records covered by <i>Burning Permits – Received for Reference (DAN FM2020-XXX)</i>.</p>	<p>Retain for 6 years after expiration/revocation/denial of permit <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
FM2020-XXX Rev. 0	<p>Burning Permits – Received for Reference</p> <p>Copies of temporary, site-specific burning permits issued by another agency and received by the fire protection agency for information/reference purposes.</p>	<p>Retain until no longer needed for agency business <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

3. HUMAN RESOURCE MANAGEMENT

The function of managing the agency’s workforce where not covered by the *Local Government Common Records Retention Schedule (CORE)*.

3.1 EMPLOYEE BENEFITS			
<i>The activity of compensating employees by means other than direct financial compensation.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM50-03A-37 Rev. 1	<p>Remittances to Volunteer Firefighters’ and Reserve Officers’ Relief and Pension Fund</p> <p>Records documenting pension and disability fees paid by fire departments/districts and emergency medical service districts to the Volunteer Firefighters’ and Reserve Officers’ Relief and Pension Principal Fund, in accordance with chapter 41.24 RCW.</p> <p><i>Note: The State Board for Volunteer Firefighters and Reserve Officers (SBVFRO) retains remittance records submitted by local agencies for 75 years in accordance with its records retention schedule.</i></p>	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

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See the Local Government Common Records Retention Schedule (CORE) for additional “Archival” records.

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