

Summary of Changes

Fire and Emergency Medical Records Retention Schedule v.2.0 (August 2020)

New Records Series Added

- Five (5) new records series have been added to this records retention schedule:
 1. **Burning Permits – Received for Reference (DAN FM2020-XXX) p.10**
“Until no longer needed for agency business” (Non-Archival)
 2. **Juvenile Fire Setter Assessments/Interventions (DAN FM2020-XXX) p.6**
“5 years after individual reaches age 18” (Non-Archival)
 3. **Pharmaceutical Inventory Accountability (DAN FM2020-XXX) p.4**
“6 years after date of administration, destruction, or return to distributor (Non-Archival)”
 4. **Post-Incident Analysis (DAN FM2020-XXX) p.9**
“6 years after completion of analysis (Non-Archival)”
 5. **Ride-Along Program (DAN FM2020-XXX) p.6**
“3 years after participant’s ride-along and 3 years after participant reaches age 18 (Non-Archival)”

Retention Changes

- Eight (8) records series have changes to their retention period/cutoff:
 1. **Building Information – Pre-Incident Planning (DAN FM53-04-04) p.10**
Reduced from “Life of building (Archival – Appraisal Required)” to “Until obsolete or superseded (Non-Archival)”
Rationale: The information needs to be current in order to fulfill its primary purpose of facilitating emergency response.
 2. **Burning Permits – Issued/Enforced by Agency (DAN FM 53-04-06) p.10**
Increased from “3 years (Non-Archival)” to “6 years after expiration/revocation/denial of permit (Non-Archival)”
Rationale: To align with retention requirements for permits issued by Department of Ecology and other agencies with authority to issue burning permits.
 3. **Fire Incident Reports (DAN FM53-04-14) p.7**
Changed from “6 years (Non-Archival)” to “6 years after end of calendar year (Non-Archival)”
 4. **Fire Investigations – Incidents That Result in Loss of Human Life (DAN FM53-04-17) p.8**
Changed from “6 years after conviction *or* 10 years after decision not to proceed with investigation (Archival – Permanent Retention)” to “6 years after conviction and exhaustion of appeals process *or* 10 years after decision not to proceed with investigation (Archival – Permanent Retention)”

5. **Inspection/Testing of Firefighting Apparatus and Equipment (DAN FM53-04-18) p.5**
 Changed from “Life of equipment” to “Life of apparatus/equipment”
6. **Medical Incident Reports (DAN FM53-04-20) p.7**
 Changed from “8 years after provision of services (Non-Archival)” to “8 years after provision of services and 3 years after individual reaches age 18 (Non-Archival)”
7. **Radio Logs (DAN FM53-04-23) p.7**
 Changed from “90 days (Non-Archival)” to “90 days after date of document (Non-Archival)”
8. **Remittances to Volunteer Firefighters’ and Reserve Officers’ Relief and Pension Fund (DAN FM50-03A-37) p.11**
 Changed from “6 years after retirement of last item (Non-Archival)” to “6 years after end of fiscal year (Non-Archival)”

Other Minor Changes

- Ten (10) records series have changes to their title and/or description:
 1. **Building Information – Pre-Incident Planning (DAN FM53-04-04) p.10**
 2. **Burning Permits – Issued/Enforced by Agency (DAN FM 53-04-06) p.10**
 3. **Fire Incident Reports (DAN FM53-04-14) p.7**
 4. **Fire Investigations – Closed Investigations (DAN FM53-04-15) p.8**
 5. **Fire Investigations – Incidents That Result in Loss of Human Life (DAN FM53-04-17) p.8**
 6. **Fire Investigations – Open Investigations of Incidents That Do Not Result in Loss of Human Life (DAN FM53-04-16) p.9**
 7. **Inspection/Testing of Firefighting Apparatus and Equipment (DAN FM53-04-18) p.5**
 8. **Medical Incident Reports (DAN FM53-04-20) p.7**
 9. **Radio Logs (DAN FM53-04-23) p.7**
 10. **Remittances to Volunteer Firefighters’ and Reserve Officers’ Relief and Pension Fund (DAN FM50-03A-37) p.11**
- Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices

Essential Designation Changes

- None

Archival Designation Changes

- One (1) records series is being changed from “Archival (Appraisal Required)” to “Non-Archival”:
 1. **Building Information – Pre-Incident Planning (DAN FM53-04-04) p.10**
Rationale: Based on an appraisal by Washington State Archives.

Archival Series Being Revoked

- None

Non-Archival Series Being Revoked

- A total of 14 “Non-Archival” records series are being revoked.
- Thirteen (13) “Non-Archival” records series are being revoked as they are covered by another “Non-Archival” records series:
 1. **Alarm Inspection Log (DAN FM53-04-01)** covered by Code Enforcement (DAN GS2012-026)
 2. **Alarm Location Record (DAN FM53-04-02)** covered by Building Information – Pre-Incident Planning (DAN FM2020-XXX)
 3. **Alarm Systems Test and Maintenance Record (DAN FM53-04-03)** covered by Code Enforcement (DAN GS2012-026)
 4. **Building Inspection Reports (DAN FM53-04-05)** covered by Code Enforcement (DAN GS2012-026)
 5. **Burning Request Log (DAN FM53-04-07)** covered by Burning Permits – Issued/Enforced by Agency (DAN FM53-04-06) and Burning Permits – Received for Reference (DAN FM2020-XXX)
 6. **Daily Record or Log of Fire and Emergency Medical Services (DAN FM53-04-09)** covered by Fire Incident Reports (DAN FM53-04-14)
 7. **Fire Alarm Response Record (DAN FM53-04-10)** covered by Fire Incident Reports (DAN FM53-04-14)
 8. **Fire and Life Safety Systems Drawings (DAN FM53-04-11)** covered by Building Information – Pre-Incident Planning (DAN FM2020-XXX)
 9. **Fire Code Violation Notification (DAN FM53-04-21)** covered by Code Enforcement (DAN GS2012-026)
 10. **Fire Hydrant and Water Main Inspection Log (DAN FM53-04-12)** covered by Code Enforcement (DAN GS2012-026)
 11. **Fire Hydrant and Water Main Inspection Reports (DAN FM53-04-13)** covered by Code Enforcement (DAN GS2012-026)
 12. **Individual Fire Alarm Box History (DAN FM53-04-26)** covered by Maintenance – Major and/or Regulated (DAN GS2012-039)
 13. **Vehicle Service Records (DAN FM53-04-25)** covered by Maintenance – Major and/or Regulated (DAN GS2012-039)
- One (1) “Non-Archival” records series is being revoked as it is no longer being created/received by the agency:
 1. **Tape Records of Fire Alarm Circuits (DAN FM53-04-24)**

Net Reduction in Records Series: 9 (from 24 series down to 15 series)