

Using Records Retention Schedules: Which Retention Schedules Do Emergency Medical Service (EMS) Providers Use?

Purpose: Provide guidance to emergency medical service (EMS) providers (such as EMS districts) on which records retention schedules to use.

Emergency medical service (EMS) providers need to use the following records retention schedules:

1. Local Government Common Records Retention Schedule (CORE)

This schedule covers records that are commonly created/received by most government agencies (including EMS providers), such as records relating to:

- Board meetings
- Contracts and agreements
- Facilities management
- Financial transactions and accounting
- Grants/bonds
- Human resources
- Information systems/technology
- Legal affairs
- Media coverage
- Payroll
- Policies and procedures
- Public records requests

Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE)*.

2. Fire and Emergency Medical Records Retention Schedule

This schedule covers records that are specific or unique to EMS providers, such as records relating to:

- Medical incident reports
- Pharmaceutical inventory

3. Emergency Communications (911) Records Retention Schedule

This schedule covers records that are specific or unique to EMS providers performing emergency communications (911) functions, such as records relating to:

- Automated Number/Location Indicator operational problems
- Automatic call distribution (ACD)
- Computer-aided dispatch (CAD) incident files
- Master 911 recordings

**Additional advice regarding the management of public records is available from
Washington State Archives:**