Records Management Advice
Issued: December 2020

Using Records Retention Schedules:
Which Retention Schedules Do Fire Districts/Departments Use?

Purpose: Provide guidance to fire protection districts and departments on which records retention schedules to use.

Fire districts, departments, and regional authorities 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 fire protection agencies), 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 fire protection agencies, such as records relating to:
   - Burning permit issuance/enforcement
   - Fire and medical incident reports
   - Fire investigations
   - Inspection/testing of firefighting equipment
   - Juvenile fire setter assessments
   - Post-incident analysis
   - Pre-incident planning

3. Emergency Communications (911) Records Retention Schedule
   This schedule covers records that are specific or unique to fire protection agencies performing emergency communications (911) functions, such as records relating to:
   - Automated Number/Location Indicator operational problems
   - Automatic call distribution (ACD) incident files
   - Computer-aided dispatch (CAD) master 911 recordings

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

www.sos.wa.gov/archives
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