

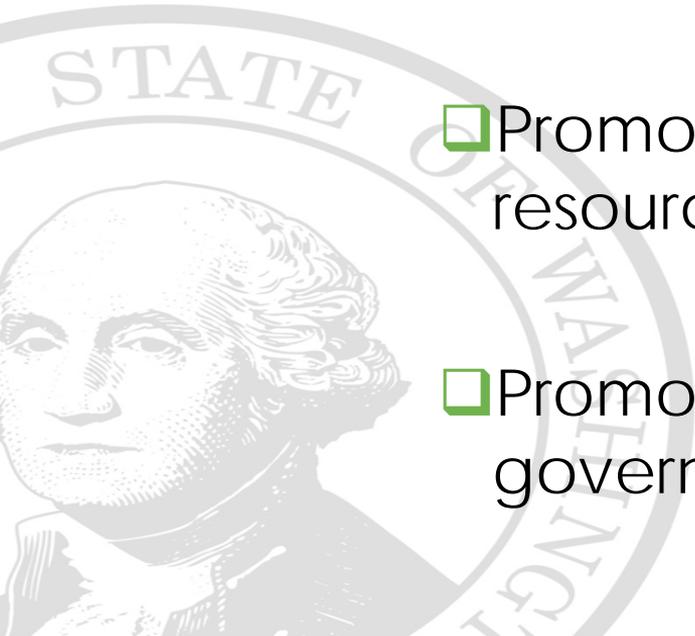


Basics of Managing *Fire and Emergency Medical* Records

Washington State Archives
recordsmanagement@sos.wa.gov
(360) 586-4901

Benefits of Managing Records

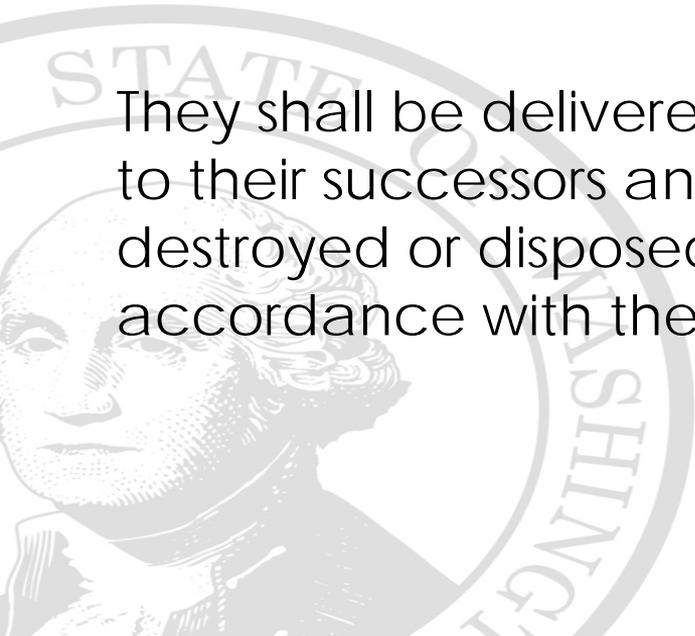
- ❑ Enables the agency to fulfill its mission
- ❑ Promotes cost-effective use of agency resources
- ❑ Promotes open and accountable government



Chapter 40.14 RCW

All public records shall be and remain the property of the state of Washington. (RCW 40.14.020)

They shall be delivered by outgoing officials and employees to their successors and shall be preserved, stored, transferred, destroyed or disposed of, and otherwise managed, only in accordance with the provisions of this chapter.



What Is a Public Record?

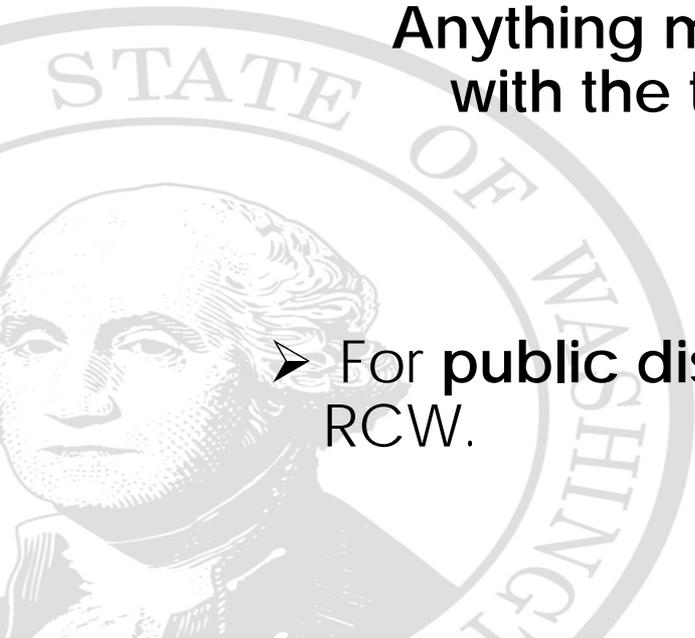
For the purposes of **retention and destruction**:

**Anything made or received in connection
with the transaction of public business**

regardless of format

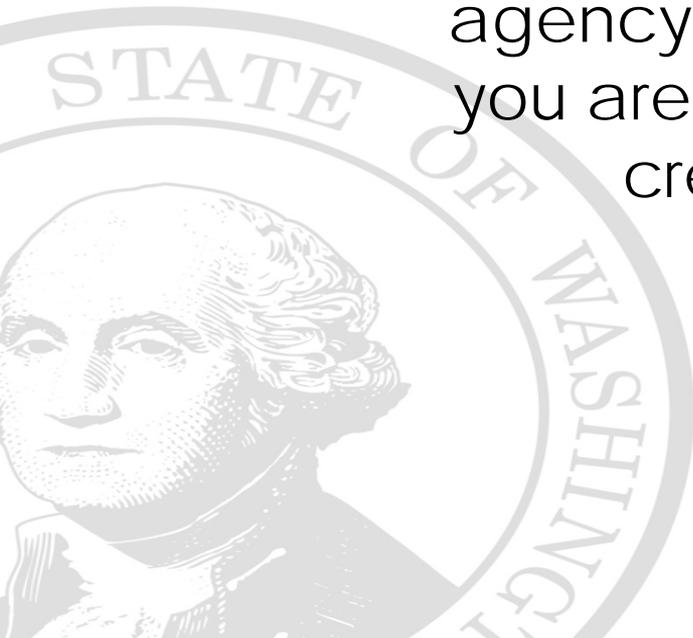
(RCW 40.14.010)

- For **public disclosure**, refer to chapter 42.56 RCW.



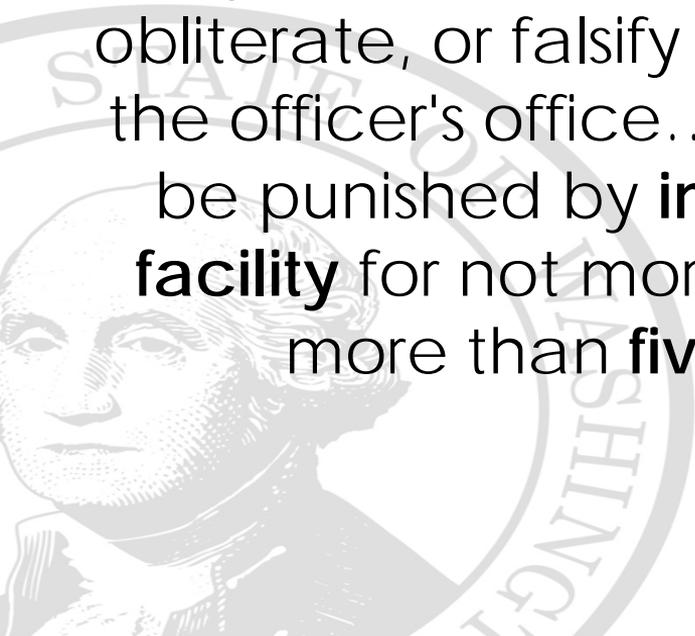
My device/account = my records?

It may be your personal device or account, but if it's being used for agency business, keep in mind that you are accessing (and sometimes creating) public records



RCW 40.16.020 – Injury to and Misappropriation of Record

Every officer who shall mutilate, destroy, conceal, erase, obliterate, or falsify any record or paper appertaining to the officer's office...is guilty of a **class B felony** and shall be punished by **imprisonment in a state correctional facility** for not more than ten years, or by a fine of not more than **five thousand dollars**, or by both.



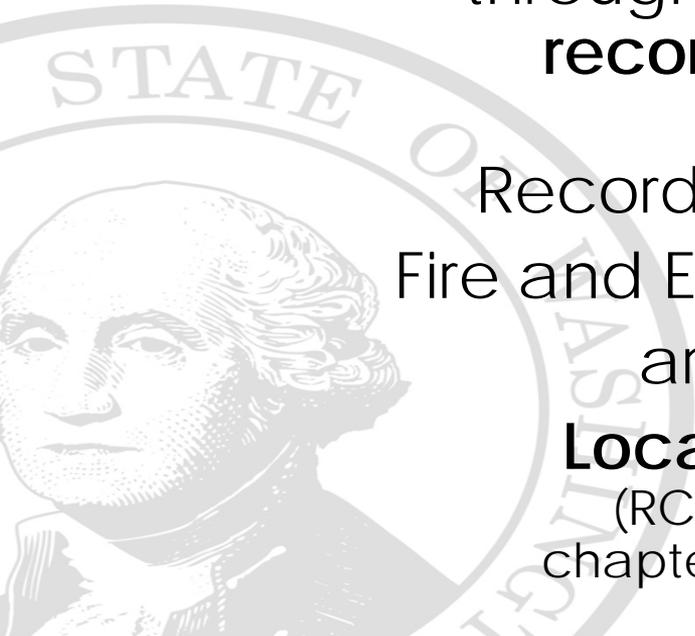
How Do I Know What to Keep?

Districts are granted *ongoing legal authority* to disposition (get rid of records) through legal documents called **records retention schedules**

Records retention schedules for Fire and Emergency Medical Service are approved by the

Local Records Committee

(RCW 40.14.060 and 40.14.070;
chapters 434-624 and 434-630 WAC)



Which Schedule Do I Use?

Visit sos.wa.gov/Archives >> Go to “Local Governments Tab” >>
Select *Fire/Emergency Medical Service Departments/Districts*

Local Government Common Records Retention Schedule (CORE)

For records that are commonly created/received by most government agencies, i.e. -

- Board meetings
- Contracts and agreements
- Facilities management

Fire / Emergency Medical Service Departments / Districts

For records that are specific or unique to fire and emergency medical services, i.e. -

- Fire investigations
- Medical incident reports
- Inspections and permits

Records Retention Schedule

Emergency Communications (911) Records Retention Schedule, Version 1.0 (November 2012)

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 47 CFR § 64 Subpart AA .	Retain for 90 days after conclusion of dispatch action <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM

Fire and Emergency Medical Records Retention Schedule, Version 1.0 (November 2012)

FM53-04-24 Rev. 0	TAPE RECORDS OF FIRE ALARM CIRCUITS	3 years	NON-ARCHIVAL NON-ESSENTIAL OFM
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Rule of Thumb: Never destroy a record unless you can point to a “DAN” authorizing you to do so.

KEEP **PUBLIC RECORDS** for
MINIMUM RETENTION

then

DESTROY

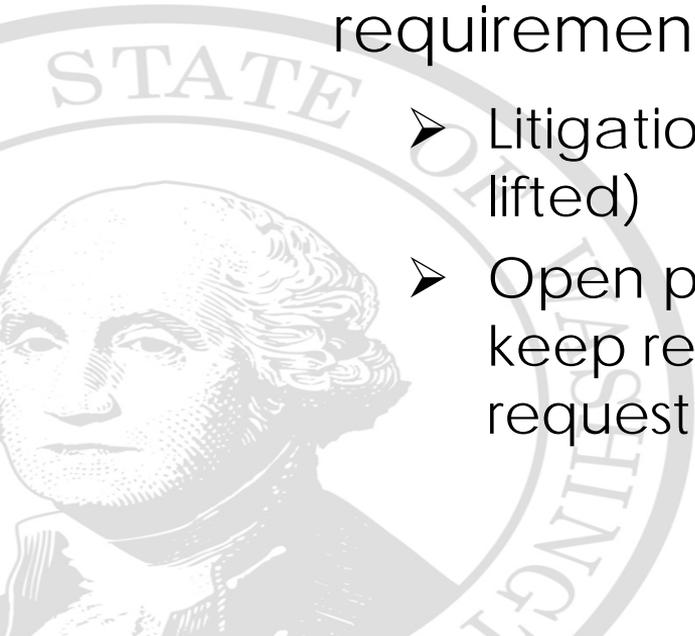
TRANSFER

HOLD IT!



There are times when you must hang on to records even if their retention requirements have been met:

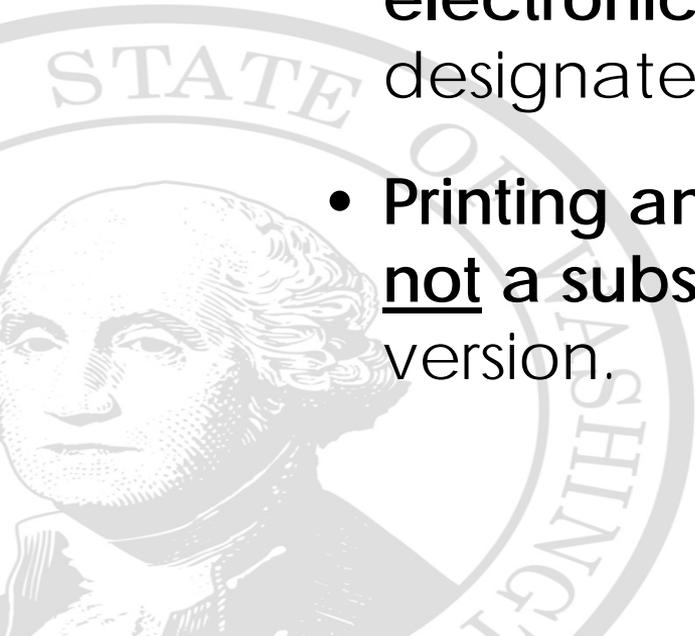
- Litigation holds (must keep until hold lifted)
- Open public records requests (must keep related responsive documents until request fulfilled/closed)



"Born Digital" Records

- **Electronic records must be retained in electronic format...**for the length of the designated retention period.
- **Printing and retaining a hard copy is not a substitute** for the electronic version.

[\(WAC 434-662-040\)](#)



Fire & EMS Records FAQ's

Note these
"Big Bucket"
DAN's in the
Fire & EMS
Schedule.

You will
probably use
these often.

- Daily Record or Log of Fire and
Emergency Medical Services,
DAN FM53-04-09 Rev. 0
- Medical Incident Reports,
DAN FM53-04-20 Rev. 0

Fire & EMS Records FAQ's

How long should I keep Medical Incident Reports?

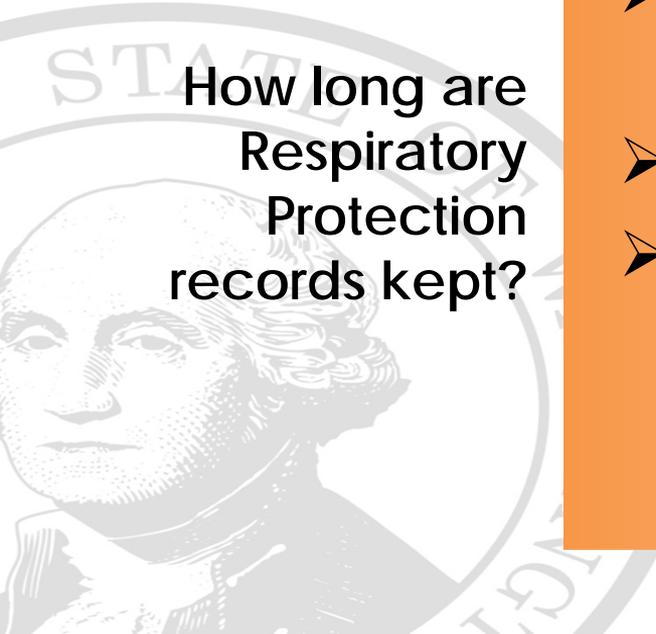
DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION
<p>MEDICAL INCIDENT REPORTS</p> <p>Excludes investigations involving hazardous materials, which are covered by CORE series GS50-19-03 and GS2011-177.</p> <p><i>Note: The Washington State Supreme Court decision re: DeYoung v. Providence Medical Center has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for Client/Patient Health Care Information Records. The Washington State Medical Association is recommending 10 years after last visit, 20 years after last treatment of pregnant women and infants, or 5 years after patient's death, whichever is longest.</i></p> <p><i>Note: Patient medical records are retained by public hospitals in accordance with the Public Hospital Districts Records Retention Schedule as follows: Adults - 10 years after provision of services; Minors - 10 years after provision of services and minor reaches age 21.</i></p>	<p>Retain for 8 years after provision of health care/services <i>then</i></p> <p>Destroy.</p>

Fire & EMS Records FAQ's

Are there any DAN's in the Fire & EMS Schedule that take precedence over DAN's in the CORE?

- Inspector's test of fire fighting equipment
- Vehicle service records
- Volunteer firefighter remittance files

Fire & EMS Records FAQ's



How long are
Respiratory
Protection
records kept?

- Employee Medical and Exposure Records, *DAN GS50-04B-30 Rev. 2*
- Respirator Fit Tests, *DAN GS51-05D-07 Rev. 1*
- Occupational Health and Safety Program – Administration, *DAN GS2017-016 Rev. 0*

Fire & EMS Records FAQ's

How long are training records kept?

- Agency-Provided Training – Certificated, Hours/Credits Earned, or Mandatory, *DAN GS2011-180 Rev. 1*
- Agency-Provided Training – Hazardous Materials Handling, *DAN GS2012-029 Rev. 0*
- Agency-Provided Training – General, *DAN GS2011-181 Rev. 1*
- Employee Work History, *DAN GS50-04B-06 Rev. 4*

Fire & EMS Records FAQ's



We want to
hear from you.

- Language and terminology
- New records series
- Obsolete records series
- Federal and state requirements

If not, please let us know!

Records Management Resources

- Website: sos.wa.gov/archives
 - Training – online and in-person
 - How-to videos
 - Retention schedules
 - Advice sheets



FREE CONSULTATION, TRAINING, AND ADVICE

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