

This schedule applies to: Board for Volunteer Firefighters and Reserve Officers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of the Board for Volunteer Firefighters and Reserve Officers relating to the unique functions of administering the Volunteer Firefighters' and Reserve Officers' Relief and Pension Act chapter 41.24 RCW. The schedule is to be used in conjunction with the *State Government General Records Retention Schedule (SGRRS)*, which authorizes the destruction/transfer of public records common to all state 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 issued records retention schedules to the Board for Volunteer Firefighters and Reserve Officers are revoked. The Board for Volunteer Firefighters and Reserve Officers must 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 State Records Committee in accordance with RCW 40.14.050 on March 5, 2014.

Signature on File

**For the State Auditor:
Cindy Evans**

Signature on File

**For the Attorney General:
Matt Kernutt**

Signature on File

**For the Office of Financial Management:
Kathy Cody**

Signature on File

**The State Archivist:
Steve Excell**

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	March 5, 2014	Consolidation of all existing disposition authorities (with some minor revisions).

For assistance and advice in applying this records retention schedule,
please contact the Board for Volunteer Firefighters and Reserve Officers' Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov

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1. BENEFITS ADMINISTRATION

This section covers records relating to administration of the Relief and Pension Act (RCW 41.24) for volunteer firefighters, emergency medical technicians (EMT's) and Reserve Officers.

1.1 BENEFITS COVERAGE

The activity of administering benefits coverage and fee payments for eligible individuals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50032 Rev. 2	<p><i>Fees and Remittance Files</i></p> <p>Records relating to the reports, forms and payments submitted by the volunteer fire departments, emergency medical technicians (EMT's) and reserve officers for disability, medical and retirement benefits coverage.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Annual remittance forms; • Supplemental remittance forms; • Buyback and make-up remittance forms. <p>Excludes the payments paid out to eligible individuals for disability or retirement benefits.</p>	<p>Retain for 75 years after date received <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
14-03-68488 Rev. 0	<p><i>Relief and Pension Files – General</i></p> <p>Records of inquiries and responses to pension-related issues of an administrative nature.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Annual reporting reminders and confirmations; • Not meeting pension requirements posting report; • Department credit refund notifications; • Make-up and buyback calculations. <p>Excludes remittance files and individual pension payments.</p>	<p>Retain for 5 years after date received or generated <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR

1.2 MEDICAL AND INJURY CLAIMS

The activity of medical and injury claims for eligible individuals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-03-68489 Rev. 0	<p>Medical Files Records relating to medical claims and coverage benefits. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Coverage verifications; • Legal interpretations of coverage; • Accident denials and accident report cards; • Physical claims. 	<p>Retain for 20 years after date of last activity <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>
14-03-68490 Rev. 0	<p>Injury Claims Records relating to all covered injury claim files. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports of accident; • Invoice vouchers; • Billing statements; • Attorney, physician, claimant's and other correspondence regarding claim; • Independent medical exams; • Medical records. 	<p>Retain for 50 years after date of last payment <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

1.3 PENSIONS

The activity of making disability/retirement pension payments to eligible individuals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
14-03-68491 Rev. 0	<p><i>Pension Files</i> Records relating to disability and/or retirement pension benefits for individuals. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • End of service dates; • Pension fee refunds; • Documentary evidence for service credit; • Department investigations regarding service time. <p>Excludes Retirement – Lump Payments DAN 92-03-50022 and Retirement – Deceased Pensioners DAN 14-03-68492.</p>	<p>Retain for 50 years after date of final payment <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
14-03-68492 Rev. 0	<p><i>Retirement - Deceased Pensioners</i> Records relating to paid retirement of a deceased pensioner to beneficiaries. Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Retirement forms; • Calculation sheets and deceased pensioner worksheets; • Electronic funds transfer forms; • Marriage certificates; • Death certificates. 	<p>Retain for 10 years after date of final payment <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR

1.3 PENSIONS

The activity of making disability/retirement pension payments to eligible individuals.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
92-03-50022 Rev. 1	<p>Retirement - Lump Payments</p> <p>Records relating to lump sums paid out for retirement.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Retirement forms; • Invoice vouchers and calculation sheets; • Marriage certificates; • Death certificates. 	<p>Retain for 20 years after date of payment <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL OPR</p>

GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. State government agencies must transfer these records to Washington State Archives (WSA) at the end of the minimum retention period.

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the State Records Committee.

Essential Records

Public records that state government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with Chapter 40.10 RCW.

Non-Archival

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in Chapter 40.10 RCW.

OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”

Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

State Records Committee

The committee established by RCW 40.14.050 to review and approve disposition of state government records.

Its four members include the State Archivist and one representative each from the Office of the Attorney General, Office of the State Auditor, and the Office of Financial Management.

INDEXES ARCHIVAL RECORDS

See the State Government General Records Retention Schedule for "Archival" records.

INDEX: ESSENTIAL RECORDS

See the State Government General Records Retention Schedule for additional "Essential" records.

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