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**This schedule applies to: Fire and Emergency Medical Providers**

**Scope of records retention schedule**

This records retention schedule authorizes the destruction/transfer of public records of all fire protection districts and departments relating to functions including the prevention and suppression of fires, the provision of emergency medical services, and the protection of life and property. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*, which authorizes the destruction/transfer of public records common to all local government agencies. *CORE* can be accessed online at: <http://www.sos.wa.gov/archives/recordsretentionschedules.aspx>.

**Disposition of public records**

Public records covered by records series within this records retention schedule 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 local resources.

Public records designated as Archival (Permanent Retention) or Non-Archival (with a retention period of “Life of the Agency” or “Permanent”) 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.

In addition to the minimum retention requirements specified in this schedule, there may be additional (longer) retention requirements mandated by federal, state and/or local statute, grant agreement, and/or other contractual obligations.

**Revocation of previously issued records retention schedules**

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to 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 Local Records Committee in accordance with RCW 40.14.070 on November 29, 2012.



## REVISION HISTORY

| Version | Date of Approval  | Extent of Revision  |
|---------|-------------------|---|
| 1.0     | November 29, 2012 | New sector schedule created from records series imported from version 5.2 of the <i>Local Government General Records Retention Schedule (LGRRS)</i> , which has been dismantled. All disposition authority numbers (DANs) have been assigned a prefix of "FM" and a revision number of "0" (zero). A glossary of terms is located in the <i>Local Government Common Records Retention Schedule (CORE)</i> . |



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For assistance and advice in applying this records retention schedule,  
please contact Washington State Archives at:

[recordsmanagement@sos.wa.gov](mailto:recordsmanagement@sos.wa.gov)

or contact your Regional Archivist.



## 1. ASSET MANAGEMENT

The function of managing the local government agency's assets, where not covered by *CORE*.

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS                         | RETENTION AND DISPOSITION ACTION | DESIGNATION                          |
|------------------------------------|--|----------------------------------|--------------------------------------|
| FM53-04-12<br>Rev. 0               | FIRE HYDRANT AND WATER MAIN INSPECTION LOG     | 3 years                          | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| FM53-04-13<br>Rev. 0               | FIRE HYDRANT AND WATER MAIN INSPECTION REPORTS | 3 years                          | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| FM53-04-26<br>Rev. 0               | INDIVIDUAL FIRE ALARM BOX HISTORY              | Life of box                      | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| FM53-04-18<br>Rev. 0               | INSPECTOR'S TEST OF FIRE FIGHTING EQUIPMENT    | Life of equipment                | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| FM53-04-25<br>Rev. 0               | VEHICLE SERVICE RECORDS                        | Life of vehicle                  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



## 2. FIRE PROTECTION AND EMERGENCY MEDICAL

The functions of prevention and suppression of fires, provision of emergency medical services, and protection of life and property.

### 2.1 EMERGENCY RESPONSE

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|---|--|--------------------------------------|
| FM53-04-09<br>Rev. 0               | DAILY RECORD OR LOG OF FIRE AND EMERGENCY MEDICAL SERVICES  | 3 years  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| FM53-04-10<br>Rev. 0               | FIRE ALARM RESPONSE RECORD  | 3 years  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| FM53-04-14<br>Rev. 0               | FIRE INCIDENT REPORTS<br>Includes basic information collected to document each fire incident.   | 6 years  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| FM53-04-15<br>Rev. 0               | <b><i>Fire Investigation Documentation – Closed Investigations</i></b><br>Includes investigations of all incidents <b><i>which do not result in loss of human life</i></b> and which are resolved as accidents or result in arson convictions.<br>Excludes incidents that result in loss of human life covered by FM53-04-17.<br>Excludes investigations involving hazardous materials, which are covered by CORE series GS50-19-03 and GS2011-177.<br><i>Note: The primary record copy may be held by the city or county fire marshal, law enforcement agency or the State Fire Marshall's Office.</i> | <b>Retain</b> for 6 years after conviction<br>or<br>6 years after accident determination<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



## 2.1 EMERGENCY RESPONSE

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION  | DESIGNATION  |
|------------------------------------|--|---|--|
| FM53-04-17<br>Rev. 0               | <p><b><i>Fire Investigation Documentation – Incidents That Result In Loss Of Human Life</i></b></p> <p>Includes investigations of <b>all incidents that result in loss of human life</b>, including investigations of arson and fires for which a cause has not been determined and those that have not been resolved by a conviction.</p> <p><i>Note: Reference <a href="#">RCW 9A.04.080</a>, which provides an unlimited amount of time to file criminal charges in cases of arson that result in the loss of human life.</i></p>   | <p><b>Retain</b> for 6 years after conviction<br/><i>or</i><br/>10 years after decision not to proceed with investigation<br/><i>then</i><br/><b>Transfer</b> to Washington State Archives for permanent retention.</p> | <p><b>ARCHIVAL</b><br/>(Permanent Retention)<br/>NON-ESSENTIAL<br/>OPR</p> |
| FM53-04-16<br>Rev. 0               | <p><b>FIRE INVESTIGATION DOCUMENTATION – OPEN INVESTIGATIONS OF INCIDENTS THAT DO NOT RESULT IN LOSS OF HUMAN LIFE</b></p> <p>Includes investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p>Excludes investigations involving hazardous materials, which are covered by CORE series GS50-19-03 and GS2011-177.</p> <p>Excludes incidents that result in loss of human life covered by FM53-04-17.</p> <p><i>Note: Reference <a href="#">RCW 9A.04.080</a>, which requires that criminal charges must be filed within 10 years after the occurrence of an arson that does not result in the loss of human life.</i></p> | <p><b>Retain</b> for 10 years after decision not to proceed with investigation<br/><i>then</i><br/><b>Destroy.</b></p>  | <p>NON-ARCHIVAL<br/>NON-ESSENTIAL<br/>OPR</p>                              |



## 2.1 EMERGENCY RESPONSE

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION   | DESIGNATION                          |
|------------------------------------|--|--|--------------------------------------|
| FM53-04-20<br>Rev. 0               | <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 <a href="#">RCW 4.16.350</a>. 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><b>Retain</b> for 8 years after provision of health care/services<br/><i>then</i><br/><b>Destroy.</b></p> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| FM53-04-23<br>Rev. 0               | RADIO LOGS   | 90 days  | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



## 2.2 INSPECTIONS AND PERMITTING

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS   | RETENTION AND DISPOSITION ACTION    | DESIGNATION  |
|------------------------------------|--|-------------------------------------|--|
| FM53-04-01<br>Rev. 0               | ALARM INSPECTION LOG   | 3 years                             | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM                               |
| FM53-04-02<br>Rev. 0               | ALARM LOCATION RECORD  | Destroy when obsolete or superseded | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM                               |
| FM53-04-03<br>Rev. 0               | ALARM SYSTEMS TEST AND MAINTENANCE RECORD  | 3 years                             | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM                               |
| FM53-04-04<br>Rev. 0               | BUILDING INFORMATION HISTORY CARD  | Life of building                    | <b>ARCHIVAL</b><br>(Appraisal Required)<br><b>ESSENTIAL</b><br>OFM |
| FM53-04-05<br>Rev. 0               | BUILDING INSPECTION REPORTS<br>May include records pertaining to the decommissioning of underground fuel tanks.              | 6 years                             | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM                               |
| FM53-04-06<br>Rev. 0               | BURNING PERMITS<br>A record of temporary permits authorizing the recipient to burn on a specific site for a specific period. | 3 years                             | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR                               |
| FM53-04-07<br>Rev. 0               | BURNING REQUEST LOG<br>Listings of burning permit applications.  | 3 years                             | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR                               |



## 2.2 INSPECTIONS AND PERMITTING

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS  | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|---|---|--------------------------------------|
| FM53-04-11<br>Rev. 0               | FIRE AND LIFE SAFETY SYSTEMS DRAWINGS<br>Includes all fire and life safety systems (alarm, sprinkler, hood/fire suppression, etc.). | <b>Retain</b> until system/equipment is replaced or disposed of or building is demolished<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |
| FM53-04-21<br>Rev. 0               | FIRE CODE VIOLATION NOTIFICATION<br>Official notice of violation and statement of required corrective action.                       | 6 years   | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |
| FM53-04-24<br>Rev. 0               | TAPE RECORDS OF FIRE ALARM CIRCUITS   | 3 years   | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OFM |



### 3. HUMAN RESOURCE MANAGEMENT

The function of managing the local government agency's workforce, *where not covered by CORE.*

#### 3.1 BENEFITS

*The activity of compensating employees via means other than salaries and wages, where not covered by CORE.*

| DISPOSITION AUTHORITY NUMBER (DAN) | DESCRIPTION OF RECORDS                   | RETENTION AND DISPOSITION ACTION  | DESIGNATION                          |
|------------------------------------|--|---|--------------------------------------|
| FM50-03A-37<br>Rev. 0              | REMITTANCE FILES – VOLUNTEER FIREFIGHTER | <b>Retain</b> for 6 years after retirement of last item<br><i>then</i><br><b>Destroy.</b> | NON-ARCHIVAL<br>NON-ESSENTIAL<br>OPR |



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or contact your Regional Archivist.