



This schedule applies to: Fire and Emergency Medical Service Providers

Scope of records retention schedule

This records retention schedule authorizes the destruction/transfer of the public records of all fire protection districts and departments and emergency medical service 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.

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 agency 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 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 August 3, 2022.

Signature on File

For the State Auditor: Al Rose

Signature on File

For the Attorney General: Matt Kernutt

Signature on File

The State Archivist: Heather Hirota



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> .
2.0	December 2, 2020	Major revision of schedule.
2.1	August 3, 2022	Minor revisions to Planning and Permitting and Medical Records sections.

For assistance and advice in applying this records retention schedule,
please contact your agency's Records Officer
or Washington State Archives at:
recordsmanagement@sos.wa.gov



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1. ASSET MANAGEMENT

The function of managing the agency’s assets where not covered by the *Local Government Common Records Retention Schedule (CORE)*.

1.1 INVENTORY

The activity of detailing or itemizing goods, materials, and resources on a periodic basis.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2020-012 Rev. 0	<p><i>Pharmaceutical Inventory Accountability</i></p> <p>Records documenting the agency’s acquisition, transfer, administration, return, and/or destruction of pharmaceuticals, including controlled substances, in accordance with the Drug Supply Chain Security Act (Title II of the Drug Quality and Security Act, Public Law 113-54).</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Official transaction reports from wholesale suppliers or distributors; • Transaction statements from wholesale suppliers or distributors; • Records tracking the administration and restocking of pharmaceuticals by the agency; • Records documenting destruction or return to distributor of unused pharmaceuticals. 	<p>Retain for 6 years after date of administration, destruction, or return to distributor</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



1.2 MAINTENANCE, INSPECTION, AND MONITORING

The activity of performing actions on assets with the aim of preventing unsafe conditions, advancing security, reducing equipment decline/failure, and avoiding unnecessary loss.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-18 Rev. 1	<p><i>Inspection/Testing of Firefighting Apparatus and Equipment</i></p> <p>Records documenting inspections and tests performed in accordance with chapter 296-305 WAC on agency equipment (including apparatus, or mobile equipment) used for fire suppression, personal protection, and rescue.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Fire apparatus, such as pumpers, tenders, ladder rigs, brush rigs, etc.; • Personal protective equipment (PPE); • Protective clothing; • Fire suppression and supply hose; • Safety nets, ropes, and harnesses. <p>Excludes:</p> <ul style="list-style-type: none"> • Records documenting maintenance and repairs made to apparatus/equipment, covered by <i>Maintenance – Major and/or Regulated (DAN GS2012-039)</i>; • Equipment inventories covered by <i>Inventory – Capital, Expendable, and Consumable Assets (DAN GS50-03A-18)</i>. 	<p>Retain for life of apparatus/equipment <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2. FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

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

2.1 COMMUNITY INVOLVEMENT			
<i>The activity of the agency's interaction and involvement with its community.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2020-011 Rev. 0	<p>Juvenile Fire Setter Assessments/Interventions</p> <p>Records documenting services provided by the agency at parent/guardian request to identify, educate, and evaluate the progress of individual juveniles who may be prone to fire setting behavior.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Interviews and screenings of children, their parents/guardians, and their families; • Educational services provided; • Referrals to community mental health, social services. <p><i>Note: Retention based on requirements for juvenile justice records.</i></p>	<p>Retain for 5 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM2020-014 Rev. 0	<p>Ride-Along Program</p> <p>Records relating to public participation in agency Ride-Along programs.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Parent/legal guardian permissions for individuals under age 18. <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080 and RCW 4.16.190).</i></p>	<p>Retain for 3 years after participant's ride-along <i>and</i> 3 years after participant reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.2 EMERGENCY RESPONSE

The activity of preventing and suppressing fires.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-14 Rev. 1	Fire Incident Reports Records documenting basic information about each fire incident.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-23 Rev. 1	Radio Logs Records documenting incoming and/or outgoing emergency radio communications.	Retain for 90 days after date of document <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



2.3 INVESTIGATIONS AND REVIEWS

The activity of investigating fire incidents to determine their cause and analyzing previous emergency responses to improve planning and procedures.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-15 Rev. 1	<p>Fire Investigations – Closed Investigations</p> <p>Records relating to investigations of all incidents that <u>do not</u> result in loss of human life and which are resolved as accidents or result in arson convictions.</p> <p>Excludes investigation records covered by:</p> <ul style="list-style-type: none"> • <i>Fire Investigations – Incidents That Result in Loss of Human Life (DAN FM53-04-17);</i> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i> • <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15).</i> 	<p>Retain for 6 years after conviction <i>or</i> 6 years after accident determination <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-17 Rev. 1	<p>Fire Investigations – Incidents That Result in Loss of Human Life</p> <p>Records relating to investigations of all incidents that result in loss of human life, 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: RCW 9A.04.080 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>Retain for 6 years after conviction and exhaustion of appeals process <i>or</i> 10 years after decision not to proceed with investigation <i>then</i> Transfer to Washington State Archives for permanent retention.</p>	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



2.3 INVESTIGATIONS AND REVIEWS

The activity of investigating fire incidents to determine their cause and analyzing previous emergency responses to improve planning and procedures.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-16 Rev. 1	<p><i>Fire Investigations – Open Investigations of Incidents That Do Not Result in Loss of Human Life</i></p> <p>Records relating to investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p>Excludes investigation records covered by:</p> <ul style="list-style-type: none"> • <i>Fire Investigations – Incidents That Result in Loss of Human Life (DAN FM53-04-17);</i> • <i>Accidents/Incidents (Hazardous Materials) – Human Exposure (DAN GS2011-177);</i> • <i>Hazardous Materials/Dangerous Waste – Abatement and Remediation (DAN GS50-19-15).</i> <p><i>Note: Retention based on 10-year statute of limitations for filing criminal charges for an arson that does not result in the loss of human life (RCW 9A.04.080).</i></p>	<p>Retain for 10 years after decision not to proceed with investigation <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM2020-013 Rev. 0	<p><i>Post-Incident Analysis</i></p> <p>Records relating to formal or informal analysis of a given emergency response event to evaluate the events that occurred, strategy and tactics employed, results, and lessons learned.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Incident overview; • Identified strengths; • Areas of improvement; • Recommendations. 	<p>Retain for 6 years after completion of analysis <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.4 MEDICAL RECORDS

The activities associated with providing emergency medical services (including the management of resulting records).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2022-015 Rev. 0	<p>Health Insurance Portability and Accountability Act (HIPAA) – Accountings of Disclosure</p> <p>Records relating to disclosures of protected health information (including accountings of disclosures) performed by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Requests to inspect or obtain copies of any protected health information; • Documentation of clients taking exception to information in their records with which they disagree, and/or requesting corrections; • Disclosures of individuals’ protected health information made by the agency or its business associates. <p><i>Note: Retention based on an individual’s right to receive an accounting of disclosures of protected health information made by the agency during the previous six years (45 CFR § 164.528(a)).</i></p>	<p>Retain for 6 years after date of disclosure <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
FM53-04-20 Rev. 2	<p>Medical Incident Reports</p> <p>Records documenting emergency medical services provided to individuals at the scene of a medical emergency or while transporting a patient to an appropriate medical facility.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Patient assessment; • Patient medical history; • Refusal of treatment forms; • Treatment provided on scene and during transport. <p><i>Note: Retention based on 8-year statute of limitations for injuries resulting from health care (RCW 4.16.350).</i></p>	<p>Retain for 8 years after provision/refusal of services <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



2.5 PLANNING AND PERMITTING

The activity of the local government agency inspecting sites and facilities, gathering information to protect life and property, and granting authorization or approval in a regulatory capacity, pursuant to applicable laws and regulations, where not covered by Code Enforcement (DAN GS2012-026) in the Local Government Common Records Retention Schedule (CORE).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM53-04-04 Rev. 2	<p>Building Information – Pre-Incident Planning</p> <p>Records created and compiled on specific facilities and structures within the agency’s jurisdiction to facilitate planning of emergency response.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Floor/site plans; • Building features; • Type and location of existing fire and life safety systems; • Hazardous chemical inventory reports received, including Safety Data Sheets (SDS) and annual Tier Two reports; • Potential hazards and problem areas; • Need for specialized equipment or suppression methods. <p>Excludes copies of SDS and Tier Two reports submitted with a facility’s hazardous materials/operations permit application, covered by <i>Hazardous Materials/Operations Permits (DAN FM2022-014)</i>.</p>	<p>Retain until obsolete or superseded</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OFM</p>
FM53-04-06 Rev. 1	<p>Burning Permits – Issued/Enforced by Agency</p> <p>Records relating to the issuance/enforcement of temporary, site-specific burning permits by the fire protection agency by authority of delegation from the Department of Ecology or Air Pollution Control Authority in accordance with RCW 70.94.6530.</p> <p>Excludes records covered by <i>Burning Permits – Received for Reference (DAN FM2020-010)</i>.</p>	<p>Retain for 6 years after expiration/revocation/denial of permit</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>



2.5 PLANNING AND PERMITTING

The activity of the local government agency inspecting sites and facilities, gathering information to protect life and property, and granting authorization or approval in a regulatory capacity, pursuant to applicable laws and regulations, where not covered by Code Enforcement (DAN GS2012-026) in the Local Government Common Records Retention Schedule (CORE).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2020-010 Rev. 0	<p><i>Burning Permits – Received for Reference</i></p> <p>Copies of temporary, site-specific burning permits issued by another agency and received by the fire protection agency for information/reference purposes.</p>	<p>Retain until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>
FM2022-012 Rev. 0	<p><i>Fire and Life Safety Systems Permits (Approved)</i></p> <p>Records documenting the agency’s review and approval of the construction, installation, replacement, and/or repair of fire and life safety systems for structures within the agency’s jurisdiction, such as fire detection/alarm systems, fire sprinkler/suppression systems, standpipe systems, and fire pumps.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Permit application; • Plans and specifications, including location of panels and shutoffs; • Project inspection records. 	<p>Retain for 6 years after life of system/issuance of subsequent permits changing the system</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



2.5 PLANNING AND PERMITTING

*The activity of the local government agency inspecting sites and facilities, gathering information to protect life and property, and granting authorization or approval in a regulatory capacity, pursuant to applicable laws and regulations, where not covered by **Code Enforcement (DAN GS2012-026)** in the Local Government Common Records Retention Schedule (CORE).*

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2022-013 Rev. 0	<p><i>Fire and Life Safety Systems Permits (Denied/Abandoned/Withdrawn)</i></p> <p>Records documenting the agency’s review and denial or approval of the construction, installation, replacement, and/or repair of fire and life safety systems for structures within the agency’s jurisdiction, where the permit was either denied, approved but later deemed abandoned due to lack of progress and/or communication regarding the project, or withdrawn.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Permit application; • Plans and specifications, including location of panels and shutoffs; • Project inspection records. 	<p>Retain until application/ permit considered abandoned or withdrawn</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM



2.5 PLANNING AND PERMITTING

The activity of the local government agency inspecting sites and facilities, gathering information to protect life and property, and granting authorization or approval in a regulatory capacity, pursuant to applicable laws and regulations, where not covered by Code Enforcement (DAN GS2012-026) in the Local Government Common Records Retention Schedule (CORE).

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM2022-014 Rev. 0	<p>Hazardous Materials/Operations Permits</p> <p>Records relating to the review and authorization of hazardous operations and/or the storage and use of hazardous materials at facilities within the agency’s jurisdiction. Hazardous operations requiring a permit include activities such as “hot work” involving electric or gas welding, cutting, grinding, brazing, or similar flame- or spark-producing operations; dry cleaning using flammable solvents; spray finishing; and marine ship repair or construction.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Permit application; • Site plan; • Project inspection records; • Copies of Safety Data Sheets and/or Tier Two reports, if relevant; • Permit conditions, if any. 	<p>Retain for 6 years after expiration/revocation/denial of permit</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL ESSENTIAL (for Disaster Recovery) OPR</p>



3. HUMAN RESOURCE MANAGEMENT

The function of managing the agency’s workforce where not covered by the *Local Government Common Records Retention Schedule (CORE)*.

3.1 EMPLOYEE BENEFITS			
<i>The activity of compensating employees by means other than direct financial compensation.</i>			
DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
FM50-03A-37 Rev. 1	<p>Remittances to Volunteer Firefighters’ and Reserve Officers’ Relief and Pension Fund</p> <p>Records documenting pension and disability fees paid by fire departments/districts and emergency medical service districts to the Volunteer Firefighters’ and Reserve Officers’ Relief and Pension Principal Fund, in accordance with chapter 41.24 RCW.</p> <p><i>Note: The State Board for Volunteer Firefighters and Reserve Officers (SBVFRO) retains remittance records submitted by local agencies for 75 years in accordance with its records retention schedule.</i></p>	<p>Retain for 6 years after end of fiscal year</p> <p><i>then</i></p> <p>Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



GLOSSARY

Appraisal

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

Archival (Appraisal Required)

Designation for public records that may possess enduring legal and/or historical value and must be appraised by the Archives. Such records are to be evaluated, sampled, and weeded according to archival principles by Archives staff. Records appraised as non-archival may be destroyed after their retention has been met.

Archival (Permanent Retention)

Designation for public records that possess enduring legal and/or historical value and must not be destroyed. State government agencies must transfer these records to the Archives at the end of their minimum retention period. Local government agencies must either transfer these records to the Archives or retain and preserve them according to archival best practice until transferred to the Archives. Other than removing and disposing of duplicates, the Archives will not sample, weed, or otherwise dispose of records with this designation.

Disposition

Actions taken with records when they are no longer required to be retained by an agency. Possible disposition actions include transfer to the Archives and destruction.

Disposition Authority Number (DAN)

Control number for a specific records series in a retention schedule that authorizes a retention period and disposition action for records belonging to that series.

Essential Records

Public records that agencies must have in order to maintain or resume business continuity or to document the legal standing and rights of individuals and organizations. 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 the Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases, and other finding aids should also be transferred with the records.



Local Records Committee

Committee established by RCW 40.14.070 to review and approve disposition of local government records through records retention schedules. The Committee's three members include the State Archivist and one representative each from the Office of the Attorney General and the State Auditor.

Non-Archival

Designation given to public records that do not possess sufficient historical 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 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 not defined and classified as official public records in RCW 40.14.010 and other documents or records as determined by the records committee to be office files and memoranda.

OPR (Official Public Records)

Public records necessary to document transactions relating to public property, public finances, and other agency business, or records determined by the records committee to be official public records.

Public Records

Records that have been created or received by any government agency in Washington State in connection with the transaction of public business regardless of physical form or characteristics.

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 or a number of different types of documents that are filed together to document a specific function.

State Records Committee

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.



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