

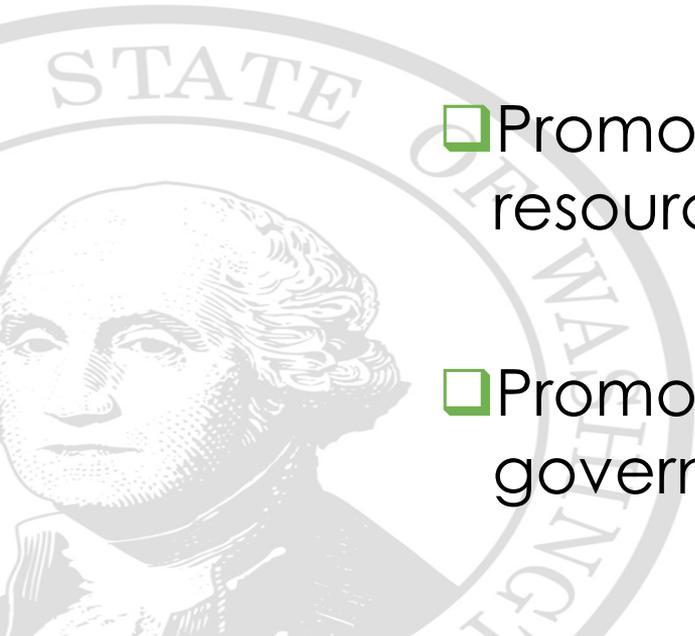
# Basics of Managing *Fire and Emergency Medical* Records

**Washington Fire Administrative Support Conference**  
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# Benefits of Managing Records

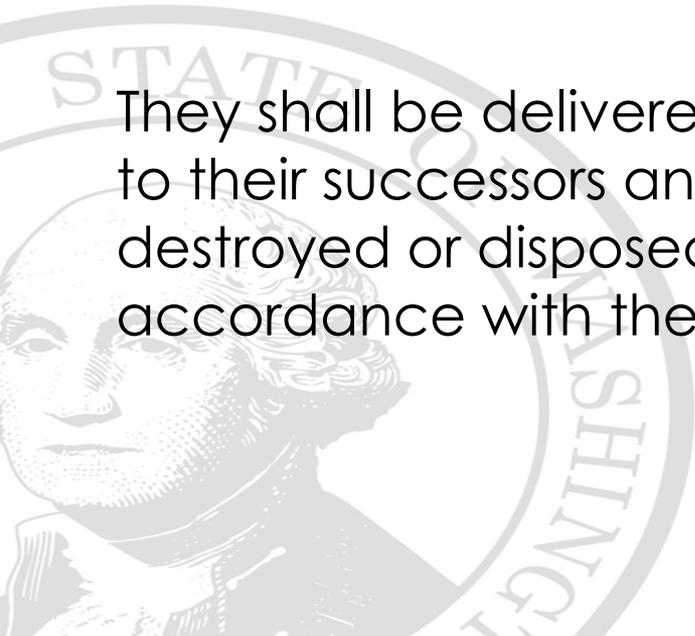
- ❑ Enables the agency to fulfill its mission
- ❑ Promotes cost-effective use of agency resources
- ❑ Promotes open and accountable government



# 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?

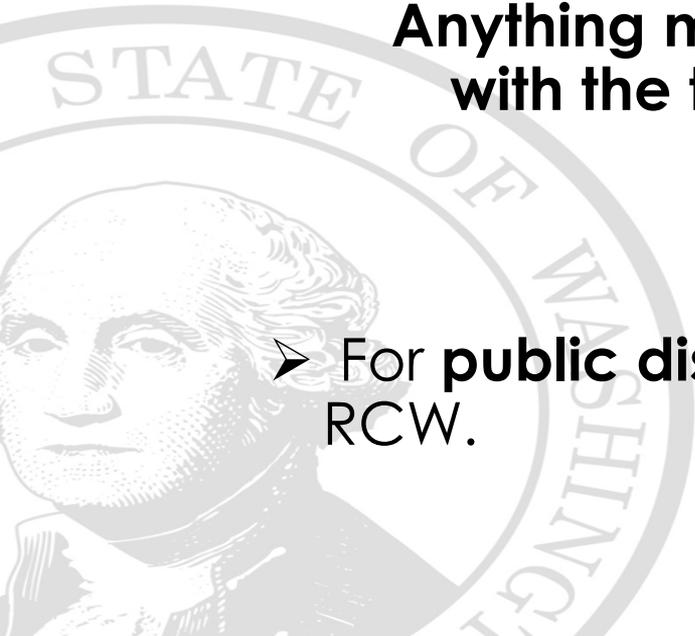
For the purposes of **retention and destruction**:

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

**regardless of format**

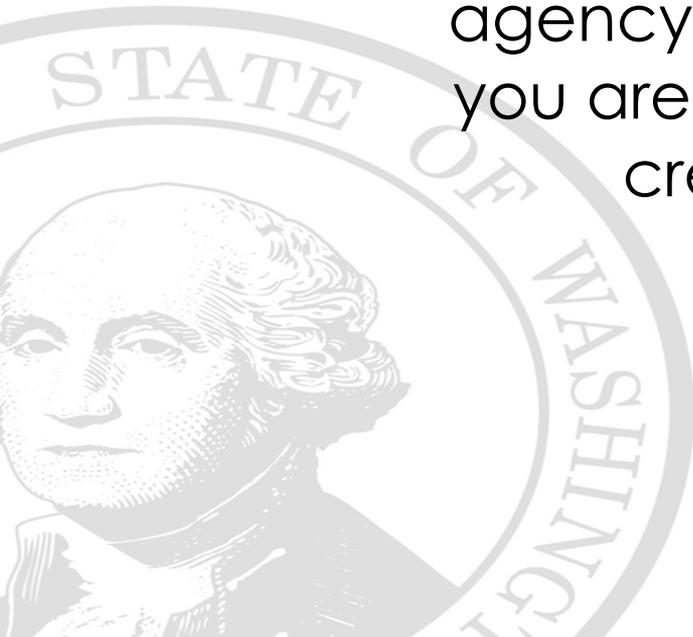
(RCW 40.14.010)

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



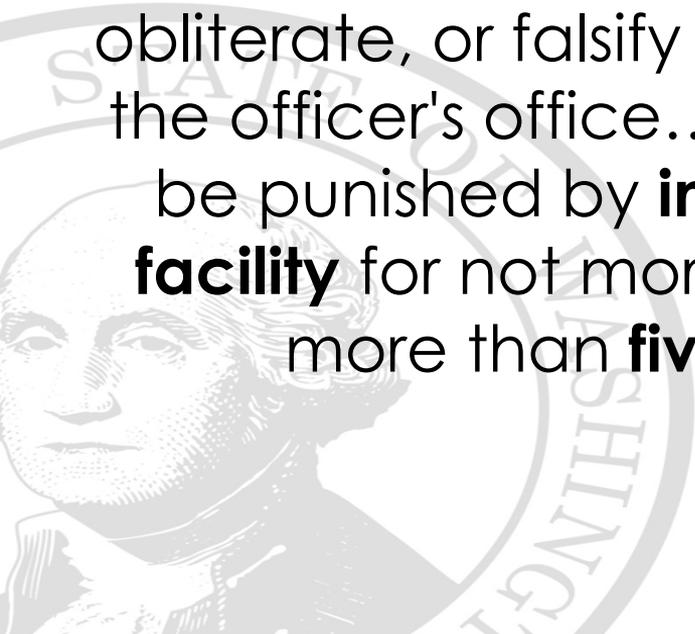
# My device/account = my records?

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.



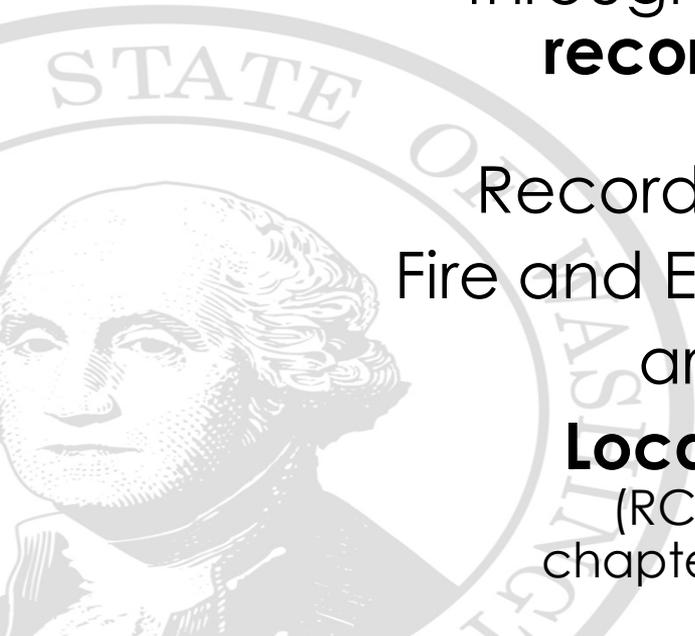
# How Do I Know What to Keep?

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](https://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 <a href="#">47 CFR § 64 Subpart AA</a> .	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)*

FM53-04-14 Rev. 0	FIRE INCIDENT REPORTS Includes basic information collected to document each fire incident.	6 years	NON-ARCHIVAL NON-ESSENTIAL OPR
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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**

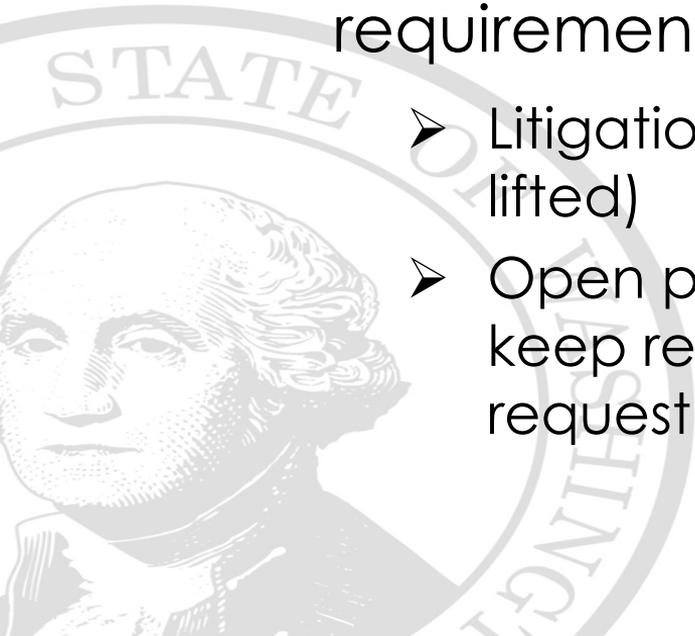
**TRANSFER**

# HOLD IT!



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

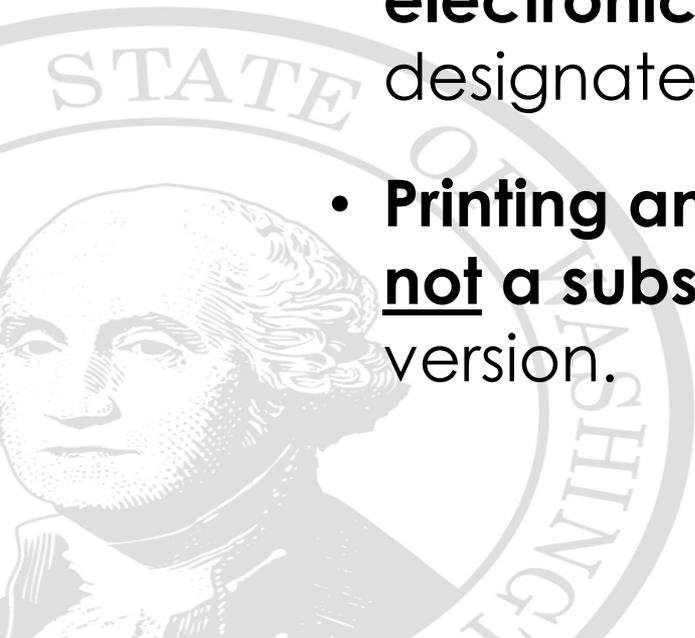
- Litigation holds (must keep until hold lifted)
- Open public records requests (must keep related responsive documents until request fulfilled/closed)



# “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*
- Medical Incident Reports,  
*DAN FM53-04-20*

# Fire & EMS Records FAQ's

## How long should I keep Medical Incident Reports?

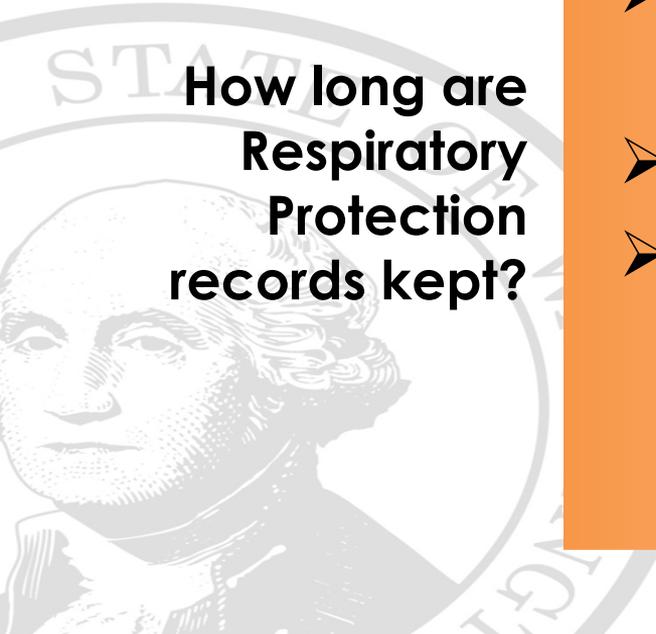
DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION
<p><b>MEDICAL INCIDENT REPORTS</b></p> <p>Excludes investigations involving hazardous materials, which are covered by CORE series GS50-19-03 and GS2011-177.</p> <p><i>Note: The Washington State Supreme Court decision re: DeYoung v. Providence Medical 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 <i>then</i> <b>Destroy.</b></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*
- Respirator Fit Tests, *DAN GS51-05D-07*
- Occupational Health and Safety Program – Administration, *DAN GS2017-016*

# Fire & EMS Records FAQ's



## How long are training records kept?

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

# Fire & EMS Records FAQ's



**We want to  
hear from you.**

- Language and terminology
- New DANs
- Obsolete DANs
- Federal and state requirements

**Please let us know!**

# Records Management Resources

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



**FREE CONSULTATION, TRAINING, AND ADVICE**

# Washington State Archives

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