Using Records Retention Schedules:
Which Retention Schedules Do Fire Districts/Departments Use?

Purpose: Provide guidance to fire protection districts and departments on which records retention schedules to use.

Fire districts, departments, and regional authorities need to use the following records retention schedules:

1. *Local Government Common Records Retention Schedule (CORE)*

   This schedule covers records that are commonly created/received by most government agencies (including fire protection agencies), such as records relating to:

   - Board meetings
   - Contracts and agreements
   - Facilities management
   - Financial transactions and accounting
   - Grants/bonds
   - Human resources
   - Information systems/technology
   - Legal affairs
   - Media coverage
   - Payroll
   - Policies and procedures
   - Public records requests

   Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE)*.

2. *Fire and Emergency Medical Records Retention Schedule*

   This schedule covers records that are specific or unique to fire protection agencies, such as records relating to:

   - Burning permit issuance/enforcement
   - Fire and medical incident reports
   - Fire investigations
   - Inspection/testing of firefighting equipment
   - Juvenile fire setter assessments
   - Post-incident analysis
   - Pre-incident planning

3. *Emergency Communications (911) Records Retention Schedule*

   This schedule covers records that are specific or unique to fire protection agencies performing emergency communications (911) functions, such as records relating to:

   - Automated Number/Location Indicator operational problems
   - Automatic call distribution (ACD)
   - Computer-aided dispatch (CAD) incident files
   - Master 911 recordings

Additional advice regarding the management of public records is available from Washington State Archives:

www.sos.wa.gov/archives
recordsmanagement@sos.wa.gov