

Summary of Changes

Fire and Emergency Medical Records Retention Schedule v.2.1 (August 2022)

New Records Series Added

- Four (4) new records series have been added to this records retention schedule:
 1. **Fire and Life Safety Systems Permits (Approved) (DAN FM2022-012) p.12**
“6 years after life of system/issuance of subsequent permits changing the system (Non-Archival)”
 2. **Fire and Life Safety Systems Permits (Denied/Abandoned/Withdrawn) (DAN FM2022-013) p.13**
“Until application/permit considered abandoned or withdrawn (Non-Archival)”
 3. **Hazardous Materials/Operations Permits (DAN FM2022-014) p.14**
“6 years after expiration/revocation/denial of permit (Non-Archival)”
 4. **Health Insurance Portability and Accountability Act (HIPAA) – Accountings of Disclosure (DAN FM2022-015) p.10**
“6 years after date of disclosure (Non-Archival)”

Retention Changes

- One (1) records series has changes to its retention period/cutoff:
 1. **Medical Incident Reports (DAN FM53-04-20) p.10**
Changed from “8 years after provision of services and 3 years after individual reaches age 18 (Non-Archival)” to “8 years after provision/refusal of services (Non-Archival)”
Rationale: Broadened scope to include records documenting refusal of treatment and removed the additional retention requirements relating to minors which is not required by RCW 4.16.350.

Other Minor Changes

- Two (2) records series have changes to their title and/or description:
 1. **Building Information – Pre-Incident Planning (DAN FM53-04-04) p.11**
 2. **Medical Incident Reports (DAN FM53-04-20) p.10**
Rationale: Broadened scope to include records documenting refusal of treatment.
- One (1) records series moved from “Fire Protection and Emergency Medical Services – Emergency Response” to “Fire Protection and Emergency Medical Services – Medical Records”:
 1. **Medical Incident Reports (DAN FM53-04-20) p.10**

Essential Designation Changes

- None

Archival Designation Changes

- None

Series Being Revoked

- None

Net Increase in Records Series: 4 (from 15 series up to 19 series)