

BASICS OF MANAGING FIRE & EMERGENCY MEDICAL RECORDS

WASHINGTON



Secretary of State
Washington State Archives

Looking East
on
First St. Snohomish, Wash. 5/30/11

PHOTO BY
John Douglas

AGENDA

1. Basics
2. Retention Schedules
3. Fire & Emergency
Medical Records
4. Q & A



Meeting, 1960, General Subjects Photograph Collection, 1845-2005, Washington State Archives, Digital Archives

WHAT IS RECORDS MANAGEMENT?

Records Management
is **control** at every stage of
a record's lifecycle.



BENEFITS OF MANAGING RECORDS

- ❑ Enables the agency to fulfill its mission
- ❑ Promotes cost-effective use of agency resources
- ❑ Strengthens transparent and accountable government
- ❑ Reduces agency risk

WHAT IS A PUBLIC RECORD?

A **public record** is:

- ❑ ANYTHING made or received in the transaction of public business
- ❑ Regardless of format

Invoice? **Public record.**

Database entry? **Public record.**

E-mail? **Public record.**

Voicemail? **Public record.**

PUBLIC RECORDS ARE PUBLIC PROPERTY

All public records are the property of the state of Washington. (RCW 40.14.020)

Anyone who destroys, conceals, erases or falsifies a public record...is guilty of a class B felony. (RCW 40.16.020)

WE'RE ALL CONTENT CREATORS

You could be stuck on a ferry
texting your boss on your
personal cellphone.

If it's about work,
it's a **public record**.



BORN DIGITAL RECORDS

Maintain electronic records in electronic format...for the length of the retention period.

(WAC 434-662-040)



Initiative 207 Petitions, 1960, Merle Junk, General Subjects Photograph Collection, 1845-2005, Washington State Archives, Digital Archives.

How Do I KNOW WHAT TO KEEP?

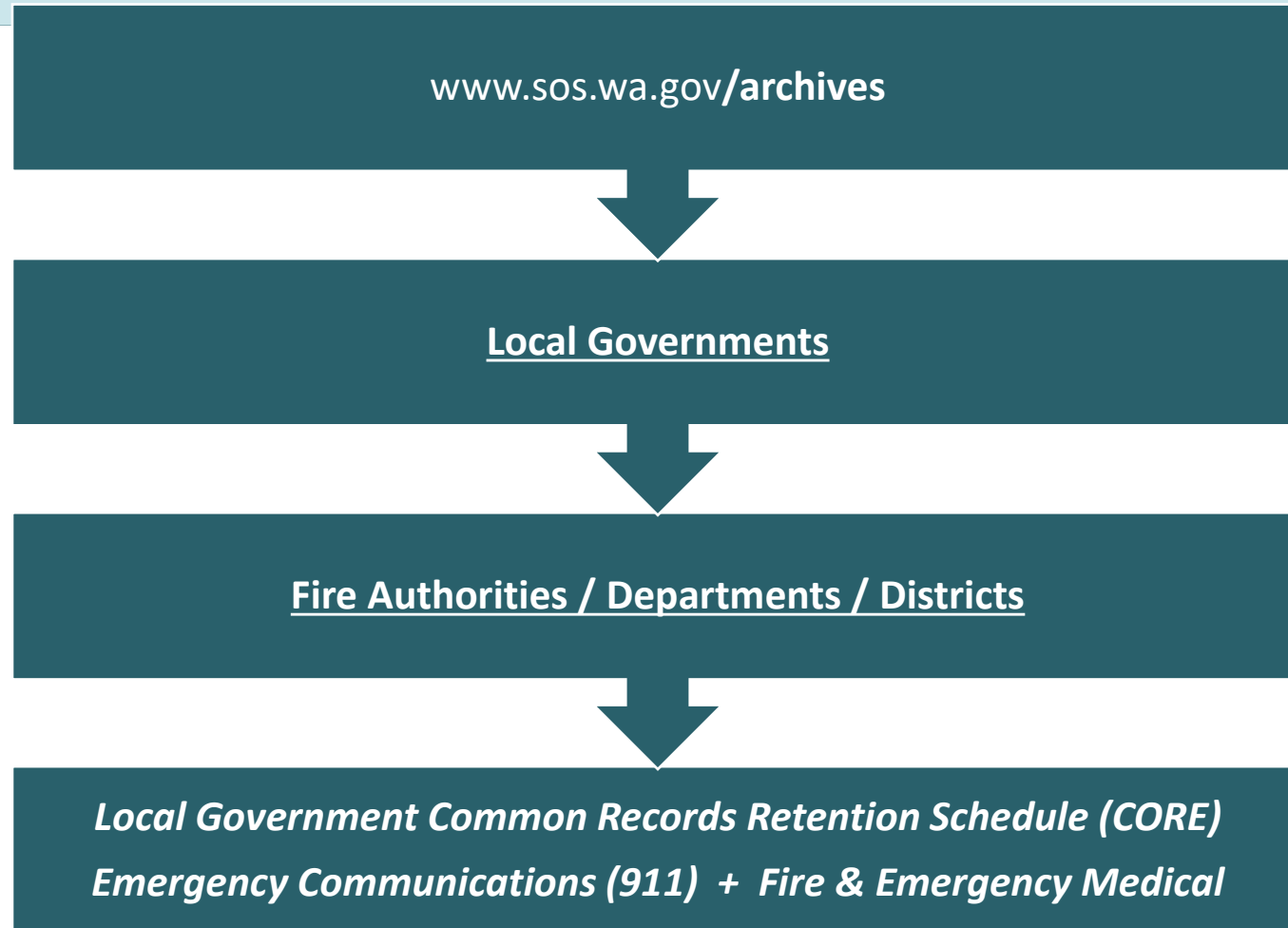
Agencies have the ongoing legal authority to disposition public records using...

RECORDS RETENTION SCHEDULES

The State & Local Records Committees review and approve the retention schedules.

(RCW 40.14.060 and 40.14.070; chapters 434-624 and 434-630 WAC)

WHICH SCHEDULE(S) DO I USE?



RECORDS RETENTION SERIES/SCHEDULE

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 09009 Rev. 1	<p>Meetings – Staff and Internal Committees</p> <p>Records documenting meetings of the agency’s staff and those of internal committees, commissions, councils, boards, task forces, etc.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agendas, meeting/agenda packets (briefs, reference materials, etc.); • Speaker sign-up, written testimony; • Audio/visual recordings and transcripts of proceedings; • Minutes. <p>Excludes records covered by:</p> <ul style="list-style-type: none"> • <i>Advisory Body Records (DAN GS 10015);</i> • <i>Governing/Executive/Policy-Setting Body Records (DAN GS 10004);</i> • <i>Meeting Arrangements (DAN GS 09024);</i> • <i>Meeting Materials – Members’ Copies/Notes (DAN GS 09026).</i> 	<p>Retain for 2 years after end of calendar year</p> <p><i>and</i></p> <p>until no longer needed for agency business</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>

*** You cannot destroy or transfer records without a DAN**

DIGITIZING PAPER RECORDS

ARCHIVAL vs. NON-ARCHIVAL

Transfer original format
to Archives

Follow our published
requirements

PLAN before you scan.
Digitization is time-consuming, expensive & labor intensive.

keep **PUBLIC RECORDS** for
MINIMUM RETENTION

Destroy

or

Transfer

HOLD IT!



Records responsive to

- ☐ **Litigation Holds** or
- ☐ **Public Records Requests**

must be retained until matter is resolved.

WHAT CAN I DESTROY NOW?



- ☐ Drafts
- ☐ Empty forms
- ☐ Working documents
- ☐ Duplicate copies
- ☐ Records formalized elsewhere
- ☐ Reference materials
- ☐ Personal, non-work-related material

FIND THE RIGHT DAN

How to find the right DAN:

1. Ask clarifying questions.

- ☐ Is the record unique to your agency?
- ☐ **Who** is doing what to whom?
- ☐ **Why** was the record created/received?
- ☐ **What** is the record about?

2. Review your approved schedules.

- ☐ Browse the schedules by table of contents, subject index, and keyword search.

3. Reach out.

BURNING PERMITS

Example: Burning Permits

1. **Do the records relate to:**
 - ☐ Permits your agency issued?
 - ☐ Copies of permits issued by another agency?
2. **Review**
 - ☐ **Planning and Permitting** section of Fire/EMS schedule.
3. **Reach Out**

EQUIPMENT

Example: Equipment Records

1. Do the records relate to:

- ☐ Firefighting or non-firefighting equipment?
- ☐ Equipment purchase? Inspection? Maintenance? Disposition?

2. Review

- ☐ **Asset Management** sections of Fire/EMS and CORE schedule.

3. Reach Out

HEALTH & SAFETY

Example: **Employee Health & Safety Records**

1. Do the records relate to:

- ☐ Administration of workplace safety programs?
- ☐ Individual employee records?
 - ☐ Medical/exposure records? Respirator fit tests? Worker's compensation claims?

2. Review

- ☐ **Employee Health and Employee Benefits** sections of CORE schedule.

3. Reach Out

FIRE INCIDENTS

Example: Fire Incident Records

1. Do the records relate to:

- ☐ Basic information?
- ☐ Investigations?
 - ☐ Resolved or unresolved? Loss of human life?
- ☐ Post-incident analysis?

2. Review

- ☐ **Emergency Response and Investigation** sections of Fire/EMS schedule.

3. Reach Out

TRAINING

Example: Training Records

1. Do the records relate to:

- ☐ Training your agency provides?
 - ☐ Does it result in credits/certifications? Is it mandatory?
- ☐ Training an employee receives?

2. Review

- ☐ Training and Employee Development sections of CORE schedule.

3. Reach Out

RETENTION SCHEDULE UPDATES

**We want to
hear from you**
😊

If there have been changes in...

- ☐ Language and terminology
- ☐ Business value
- ☐ Legal & regulatory requirements
- ☐ Agency functions

SAY HELLO!



WASHINGTON
Secretary of State

Washington State Archives

THE RECORDS MANAGEMENT TEAM IS
HERE FOR YOU WITH
**FREE CONSULTATION, TRAINING,
& ADVICE.**

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