

# EAST COUNTY FIRE & RESCUE

## Policies, Procedures, and Guidelines

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**SUBJECT: Preservation and Destruction of Public Records**

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**APPROVED BY**

  
Board Chair

**REVIEWED:**

**BY:**

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East County Fire and Rescue complies with the record keeping requirements of WAC 44-14-03005 and RCW 40.14.

### Archival Records

Commissioner Meeting Minutes and Resolutions are Permanent Records that the district is required to retain as "Essential", and are not to be destroyed.

- On a yearly basis, Permanent Records will be boxed and labeled according to the requirements of the Washington State Archives, and delivered to the Southwest Washington Regional Office (or similar agency), where they will be microfilmed and forwarded to State Archives in Olympia for permanent storage.
- A disc (or similar storage device) will be generated, and sent to East County Fire and Rescue to retain on an external hard drive for electronic access.
- State Auditor's Examination and Final Report of Audit findings.

### Volunteer/Employee Files

Personnel files are official records. As such, they should be well organized and properly stored.

- Only designated staff should put things in the employee file or remove them.
- Supervisors should send all personnel documents to the designated administrative staff for filing.
- Computer and electronic records are official business records and are subject to this policy.
- The files will be audited on a yearly basis.

**Personnel Files** - The retention period for most documents is termination of employment, plus 6 years per DAN (*Disposition Authority Number*) GS50-04B-06. **East County Fire and Rescue will follow "Best Practice" and retain these records for 10 years.**

- Per "Best Practice" the following documents will be extracted from the Employee file 10 years after date of termination, or withdrawal, of employment, and shredded per our policy;
  - Application for Employment
  - Employment Test
  - Requests for Leave/Overtime
  - Employee Conduct Reports
  - Performance Evaluation
  - Employee Awards
  - Criminal History and Background Check
  - Direct Payroll Deposit Authorization

- Any other documents that do not have a specified retention value.

**Medical Records** - The retention period is termination of employment, plus 30 years per DAN GS50-04B-30. These records should be stored separately. Medical records include the following documents;

- On-the-job exposure to hazardous material
- Respirator Testing
- Workman's Compensation and Board for Volunteer Fire Fighters incident paperwork (30 years past date of injury/illness)

**Retirement** - If the employee's individual pay history is used for retirement verification, it has a retention of 60 years, if not, only 3 years per DAN GS50-03E-15.

- The following document(s) will be kept in the Employees file for retirement verification purposes;
  - Personnel Action Form(s)
  - ECFR Form "Confirmation of Original Start Date"
  - Employees Individual pay history (Retain 60 years if used for retirement verification, 3 if not (DAN GS50-03E-15)
  - Board for Volunteer Fire Fighters enrollment paperwork

**Other Agency documentation such as Financial /Accounting and Operations** - Documents relating to financial records of East County Fire and Rescue, transactions concerning assets, liabilities, and performance of the local government agency. East County Fire and Rescue will comply with the record keeping requirements of WAC 44-14-03005 and RCW 40.14.

*\*Vehicle Service Records are kept for the life of the vehicle or until East County Fire and Rescue disposes of said property.*

### **Disposition of Records**

East County Fire and Rescue will follow the *Local Government General Records Retention Schedule*.

- Records that have met their minimum retention requirements are eligible for destruction.
- At the end of each year, any box labeled for destruction will be gathered, and contents listed on the Destruction Authorization Form (attachment A).
- Arrangements will be made with Records Management at Clark County (or other service that is most affordable at the time) to transfer the boxes for destruction.
- When destruction is completed by the vendor, a Destruction Certificate will be sent to East County Fire and Rescue as notification.
- These Certifications and any supporting documents will be kept and maintained by the Agency designated Records Retention Specialist.