



**PUBLIC RECORDS RETENTION  
SCHEDULE & DESTRUCTION  
AUTHORIZATION**

**RECORDS MANAGEMENT PROGRAM**

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Email: [records.management@kingcounty.gov](mailto:records.management@kingcounty.gov)  
Mailstop: GBB-ES-0210

<b>1. AGENCY DEPARTMENT/DIVISION/SECTION</b>  Department of Public Health/Emergency Medical Services Division	<b>2. DEPARTMENT-DIVISION-SECTION [DDS]</b> DPH-EMSD-ALL	<b>3. TOTAL NUMBER OF PAGES</b>  5	<b>4. DATE LAST MODIFIED</b>  12/23/2019	<b>5. STATUS</b> Final	<b>6. VERSION</b> 1
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**6. SCOPE AND DISCLAIMER**  
This retention schedule can only be used by the agency listed in section 1. It supersedes any other versions of retention schedules used by the agency and is effective as of the date listed in section 11 on the last page. This schedule is a comprehensive listing of all public records held by the agency and authorizes the destruction or archival transfer of those records as indicated. For guidance about records not listed, please contact the Records Management Program.

Public records covered by record series on this records retention schedule must be retained for the required retention periods as described on this schedule. Public records designated as Permanent or Archival must not be destroyed. Public records designated as Potentially Archival must be appraised by the King County Archivist before disposition. This records retention schedule is subject to revision due to changes to local, state or federal regulations.

Approved documentation is required before any records listed on this records retention schedule can be dispositioned (destroyed or transferred to the King County Archives). Records filed to and managed within the County’s Records Management System will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the Records Management System must be documented on forms provided by the Records Management Program. Transitory records may be destroyed within the normal course of agency business without the use of any destruction forms.

**Glossary**

**Cutoff:** the trigger date on which the retention period *begins*. Until this occurs, the records are still considered active.

**Retention:** the length of time the records must be retained *after* the cutoff date

**Disposition Action:** the action that should be taken with the records after they have met their retention period

**ESSENTIAL:** records identified by the State as being essential to the operation of business and needed to continue operations in the event of an emergency.

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITON AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER(S))
1.	<p><b><u>Health Research Records</u></b> Records related to health research/program data analyses, studies, surveys and scientific inquiries. Includes grant supported activities and any grant-related required records.</p> <p>Records may include: health research/program development documents, progress, and final reports, analysis and modeling documents, grant related required documentation (status reports, financial accounting, etc.).</p>	<p><b>Cutoff:</b> completion of levy/grant project or terms of grant agreement, whichever is later</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p>		<p>Health Research Records</p> <p>PHL-08-003</p>	GS2011-183R1
2.	<p><b><u>Levy - Financial Transactions</u></b> Records that document the accounting and financial reporting related to the Medic one/EMS Levy and Bond.</p> <p>Includes but is not limited to: Bond payment and reconciliation reports, annual financial status reports, expenditures and financial supporting documents.</p>	<p><b>Cutoff:</b> Final bond payment/ completion of levy projects</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p>		<p>Grant Accounting and Financial Reporting Records</p> <p>FIN-05-001</p>	<p>Combo Rule FIN-05-001</p> <p>GS50-03C-01R1 - Annual Financial Status Reports</p> <p>GS2011-183 – Financial Transactions – Bond, Grant and Levy</p>
3.	<p><b><u>Medic One - Individual Employee Pay History - Retirement Related</u></b> Payroll that is managed by employee name, related to retirement benefits verification. Records giving evidence of the pay history of an employee needed to verify retirement benefits for the Washington State Department of Retirement Systems.</p> <p>Examples of these records are: 1. Employee Changes Authorizations and 2. Employee Changes Implementing Documents</p>	<p><b>Cutoff:</b> Year End</p> <p><b>Retention:</b> 60 Years</p>	<p><b>Disposition Action:</b> Not Archival - Destroy</p>		<p>Individual Employee Pay History - Retirement Related</p> <p>FIN-08-003</p>	GS2017-009

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4.	<p><b><u>Medic One/EMS Levy and Bond Planning – Successful</u></b> Records relating to the financial planning of successful regional Medic One/EMS system levy. Includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>• Preliminary studies, proposals, prospectuses, budget requests, decision packages, etc.;</li> <li>• EMS Advisory Task Force and subcommittee meeting minutes, agendas and presentations</li> <li>• Legal opinions, authorizations and certificates for issuance, cancellation and exchange records, bond counsel opinions, other legal documents; communications and documentation related to the issuance of bonds to finance any capital or other project.</li> </ul>	<p><b>Cutoff:</b> Final bond payment or completion of levy project</p> <p><b>Retention:</b> 6 years</p>	<p><b>Disposition Action:</b> Archival – Appraisal Required</p>		<p>Levy and Bond Planning – Successful</p> <p>FIN-05-008</p>	GS53-02-06R1
5.	<p><b><u>Medical Incident Reports</u></b> Forms used by Emergency Medical Services (EMS) to collect data about each paramedic and EMT emergency medical response.</p> <p>Note: Because these forms document the treatment of both minors and adults, the retention for this category aligns with the client medical records for minors.</p>	<p><b>Cutoff:</b> Date of report</p> <p><b>Retention:</b> 26 years</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p>		<p>Medical Incident Reports Forms</p> <p>PHL-13-005</p>	FM53-04-20
6.	<p><b><u>Quality Improvement Databases</u></b> Database is used to track performance of the EMS system uniquely for quality improvement purposes.</p> <p>Specific information may include: dispatch, patient, and hospital data. AED Registry</p>	<p><b>Cutoff:</b> No longer needed to support current business practices</p> <p><b>Retention:</b> Admin. Value</p>	<p><b>Disposition Action:</b> Archival - Appraisal Required</p>		<p>N/A – Database record</p>	GS50-01-32R1

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7.	<p><b><u>Quality Improvement Records</u></b> Records collected for quality improvement and performance monitoring activities.</p> <p>Records may include dispatch reports, patient forms, coding forms, defibrillator data reports and other data sources.</p>	<p><b>Cutoff:</b> Entered into database and verified</p> <p><b>Retention:</b> 90 days</p>	<p><b>Disposition Action:</b> Not Archival – Destroy</p>	Office – 90 days	N/A – Transitory Record	GS50-02-05R1

**8. RECORDS AND INFORMATION MANAGER SIGNATURE**

*I hereby certify that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4, and I ensure the accuracy of this schedule.*



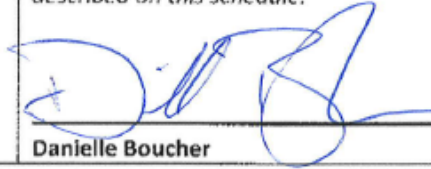
12/4/2019

Ellie Browning

Date

**9. COUNTY ARCHIVIST SIGNATURE**

*I hereby certify that I have reviewed and approved the archival status of the records series as described on this schedule.*



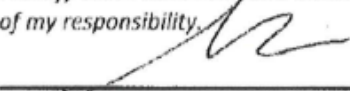
12/19/2019

Danielle Boucher

Date

**10. AGENCY MANAGER SIGNATURE**

*I certify that I have read and understood these records retention requirements and agree to implement the records retention schedule for all records and information within the scope of my responsibility.*



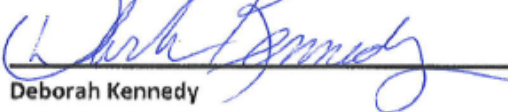
11-4-2019

Michele Florde

Date

**PUBLIC RECORDS COMMITTEE USE ONLY**

**11. PRC APPROVAL**



12/23/2019

Deborah Kennedy

Date

King County Public Records Committee