

(3020): Public Safety Administration--Fire and Safety Compliance	RECORDS COORDINATOR CONTACT NAME	CONTACT TELEPHONE	MAIL CODE
	Shannon Spalding	509-335-8304	1072

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
19-06-69364	Access Logs Includes: <ul style="list-style-type: none"> • Written log of all instances of access to, or use of, surveillance records; and • Electronic log of camera access and use. Retention in accordance with Criminal Justice Information Services Security Policy.	Retain for 1 year after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
17-06-69074	Daily Record or Log of Fire Services Records relating to information received from courts or other law enforcement agencies regarding the disposition of a court process in accordance with RCW 10.97.045.	Retain for 7 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
17-06-69081	Fire Code Violation Notification Record of official notice of violation and statement of required corrective action.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
17-06-69082	Fire Incident Reports Includes basic information collected to document each fire incident.	Retain for 6 years after end of calendar year <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
17-06-69083	Fire Investigation Documentation -- Closed Investigations Provides a record of investigations of all fire incidents which do not result in loss of human life and which are resolved as accidents or result in arson convictions. Excludes records covered by Fire Investigation Documentation -- Incidents That Result in Loss of Human Life (DAN 17-06-69084). Excludes investigations involving hazardous materials, which are covered by Chemical Spill Management Records (DAN 11-12-63619), Chemical Exposure Records (DAN 10-12-62314), and/or Radiation Safety Records (DAN 16-06-68984); see All-Univ Recs Rtn Schedule--Safety Recs table. <i>Note: The primary record copy may be held by the city or county fire marshal, law enforcement agency, or the State Fire Marshall's Office.</i>	Retain for 6 years after conviction OR 10 years after decision not to proceed with investigation <i>then</i> Transfer to Archives for permanent retention.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR

<input checked="" type="checkbox"/> UNIVERSITY RECORDS OFFICER APPROVAL The above retention periods have been approved by the State Records Committee.	RECORDS OFFICER NAME Deborah Bartlett	RECORDS OFFICER CONTACT INFORMATION Office of Procedures, Records, and Forms Pullman, WA 99164-1225; 509-335-2005	RECORDS OFFICER SIGNATURE 	Page 1 of 2
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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
17-06-69084	<p>Fire Investigation Documentation – Incidents That Result in Loss of Human Life Provides a record of investigations of all incidents that result in loss of human life, including investigations of arson and fires for which a cause has not been determined and those that have not been resolved by a conviction.</p> <p>Note: Reference RCW 9A.04.080, which provides an unlimited amount of time to file criminal charges in cases of arson that result in the loss of human life.</p>	<p>Retain for 6 years after conviction OR 10 years after decision not to proceed with investigation <i>then</i> Transfer to Archives for permanent retention.</p>	<p>ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR</p>
17-06-69085	<p>Fire Investigation Documentation -- Open Investigations of Incidents That Do Not Result in Loss of Human Life Provides a record of investigations of arson and fires for which a cause has not been determined, that have not been resolved by a conviction.</p> <p>Excludes investigations involving hazardous materials, which are covered by Chemical Spill Management Records (DAN 11-12-63619), Chemical Exposure Records (DAN 10-12-62314), and/or Radiation Safety Records (DAN 16-06-68984); see All-Univ Recs Rtn Schedule--Safety Recs table.</p> <p>Excludes records covered by Fire Investigation Documentation -- Incidents That Result in Loss of Human Life (DAN 17-06-69084).</p> <p>Note: Reference RCW 9A.04.080, which requires that criminal charges must be filed within 10 years after the occurrence of an arson that does not result in the loss of human life.</p>	<p>Retain for 10 years after decision not to proceed with investigation <i>then</i> Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OPR</p>

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