

1.11 RISK MANAGEMENT AND DISASTER PREPAREDNESS/RESPONSE

The activity of identifying and mitigating risks to the state government agency including disaster preparedness.

DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 18008 Rev. 0	<p>Accidents/Incidents – No Claim Filed (Age 18 and Older)</p> <p>Records relating to accidents/incidents involving individual(s) age 18 and older, and where claims for damages are <u>not</u> filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports and investigations. <p>Excludes accidents and incidents involving hazardous materials.</p>	<p>Retain for 3 years after date of incident <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 18007 Rev. 0	<p>Accidents/Incidents – No Claim Filed (Under Age 18)</p> <p>Records relating to accidents/incidents involving individual(s) younger than age 18, and where claims for damages are <u>not</u> filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Reports and investigations. <p>Excludes accidents and incidents involving hazardous materials.</p>	<p>Retain for 3 years after individual reaches age 18 <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR
GS 25004 Rev. 0	<p>Emergency/Disaster Preparedness – Contact Information</p> <p>Personal contact information for employees, students, volunteers, etc., compiled to facilitate contact in the event of an emergency or disaster.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Personal contact information (cell/home phone, email address, etc.); • Medical information (provider name, blood type, allergies, ADA requirements, etc.). 	<p>Retain until obsolete or superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OFM

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GS 14010 Rev. 2	<p><i>Emergency/Disaster Preparedness and Recovery Plans</i> Records relating to disaster preparedness, response and recovery plans prepared for any aspect of the agency's operations and assets. Includes, but is not limited to:</p> <ul style="list-style-type: none"> Employee emergency plans and fire prevention plans prepared in accordance with WAC 296-24-567. <p><i>Note: Retention based on 3-year statute of limitations for personal injury (RCW 4.16.080).</i></p>	<p>Retain for 3 years after obsolete or superseded <i>then</i> Destroy.</p>	NON-ARCHIVAL ESSENTIAL OPR
GS 25005 Rev. 0	<p><i>Emergency/Disaster Response/Recovery – Minor/Routine</i> Records relating to the agency's response to and recovery from minor/routine emergencies/disasters (such as leaking pipes, building flooding, snow closure, etc.) where the agency manages the recovery with minimal assistance and/or disruption to normal agency operations. Excludes records of the Military Department.</p>	<p>Retain for 6 years after matter resolved/recovery complete <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OFM

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DISPOSITION AUTHORITY NUMBER (DAN)	DESCRIPTION OF RECORDS	RETENTION AND DISPOSITION ACTION	DESIGNATION
GS 25006 Rev. 0	<p><i>Emergency/Disaster Response/Recovery – Significant</i></p> <p>Records relating to the agency’s response to and recovery from significant emergencies/disasters (such as volcanic eruptions, major fires/flooding, landslides, etc.) where the agency deploys non-routine procedures, mobilizes special resources, requires significant outside assistance and/or where normal agency operations are suspended or significantly disrupted.</p> <p>Excludes records of agencies that respond to emergencies/disasters as part of their core mission (such as Military Department, Department of Health, Washington State Patrol, etc.).</p>	<p>Retain for 6 years after matter resolved/recovery complete</p> <p><i>then</i></p> <p>Transfer to Washington State Archives for appraisal and selective retention.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM</p>
GS 25002 Rev. 1	<p><i>Safety Drills/Disaster Recovery Exercises</i></p> <p>Records relating to agency fire/safety drills and disaster recovery exercises.</p>	<p>Retain for 6 years after date of drill/exercise</p> <p><i>then</i></p> <p>Destroy.</p>	<p>NON-ARCHIVAL NON-ESSENTIAL OFM</p>