

It is the policy of Central Kitsap Fire and Rescue that the most current local government common and Fire/EMS specific Records Retention Schedule(s) issued by the Office of the Secretary of State- Washington State Archives will be utilized as the minimum guidelines for the management and disposition of records held by the District.

Central Kitsap Fire and Rescue will transition paper-based records into electronic format wherever practical and develop a sustainable process for ongoing records management and timely disposition or transfer of archival records to the state archives per the laws and rules developed for public records in the State of Washington.

