



DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT
 Division of Libraries, Archives and Museums
 Archives and Records Management Services
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STATE OF ALASKA

RECORDS RETENTION SCHEDULE

Schedule Number: 64504

Agency ID #: 203

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<p>DEPARTMENT OF HEALTH & SOCIAL SERVICES DIVISION OF PUBLIC HEALTH EMERGENCY MEDICAL SERVICES</p>	<p style="text-align: center;">KEY</p> <p>A - After Audit Numerals - Years in addition to current year CFY - Current Fiscal Year CY - Current Year TO - Term of Office P - Permanent S/M - After Scanning/ Microfilming C - Current or as defined</p>
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The Agency will follow retention periods for common records as listed in the State of Alaska General Administrative Records Retention Schedule, unless those records have been listed on this schedule.

Unless otherwise noted all records are retained on **Fiscal** year basis.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible retention in the Alaska State Archives in accordance with AS 40.21.030. Accessioned records may be reappraised for permanent value every four years or at the archivist's discretion.

Unless otherwise noted all records series are nonconfidential. This records schedule supercedes #064503.

Statutory Authority: AS 8.64.369; AS 11.81.430; AS 12.55.155; AS 18.08; AS 18.15.250; AS 25.20.025; AS 47.17.020; AS 47.24.010; AS 47.24.110; 7 AAC 16.010-090; 7 AAC 26.010-999.

The EMS Program ensures that qualified and properly equipped emergency medical services personnel are available to respond to the emergency medical needs of Alaska's citizens and visitors.

NOTE: Under 4 AAC 59.005 it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed below are approved for retention and disposition as indicated.

Division Director (Acting) <i>Deborah L. Erickson</i>	State Archivist <i>Glenn Hook</i>	Date 10/15/09	Attorney General <i>Craig J. Talley</i>	Date 9/30/09	
Signature of Division Director/Designee <i>[Signature]</i> for <i>Deborah L. Erickson</i>	Date 7/10/09	Records Analyst <i>Chris Hies</i>	Date 7-9-09	Commissioner of Administration <i>[Signature]</i>	Date 10/2/09

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
1	Certification Files (Original):	C	-	-	M	X	C=Until records are complete.
	(Master Microfilm):	-	30	-	30		Some data is entered in the EMS Certification database, refer to item #6.
	(Duplicate Microfilm):	30	-	-	30		The section maintains certifications for over 3,500 individuals.
<p>This series consists of certification files for Emergency Medical Technicians (EMT), Instructors and Defibrillator Technicians. Includes applications for certification, examination score sheets, certificates,</p>							
2	Application for Certification, Incomplete (Original):	C	-	-	M		C=Until certification application determined to be of no further administrative use.
	(Master Microfilm):	-	30	-	30		
	(Duplicate Microfilm):	30	-	-	30		
<p>This series is identical to Item 1 except that the records are not complete. If there is no activity for two years, application is considered abandoned.</p> <p>Arranged alphabetically by name of applicant.</p>							
3	Grading Sheets & Registration Forms (Originals):	S+1	-	-	S+1		S=After documents are scanned/verified and 1 year has passed, originals may be disposed.
	(Electronic):	P	-	-	-		Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).
<p>This series consists of grading sheets, registration and other forms scanned with an optical mark reader into the Registration and Test Correction databases.</p> <p>Arranged chronologically.</p>							

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
4	<p>EMS Training Course Files:</p> <p>This series consists of applications for course approval, course completion forms, class rosters and associated correspondence.</p> <p>Arranged by course number.</p>	3	-	-	3		EMT's must complete certification within 1 year of completing initial class. Recertification materials must be within 2 years of date of application.
5	<p>Training Program Files:</p> <p>This series consists of correspondence and information on various subjects related to EMS training, including the State EMS Training Committee and the National Council of State EMS Training Coordinators.</p> <p>Arranged alphabetically by subject.</p>	10	-	-	10		
6	<p>EMS Certification Database:</p>	P	-	-	-		Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).

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Item No.	Records Series Title and Description	Retention		Disposition			Remarks
		Office	Records Center	State Archives	Destroy	Vital Record	
7	<p>Out-of-Hospital EMS Service (Ground & Air Medical) Certification:</p> <p>This series contains applications, certificates, correspondence and other materials related to the certification of out-of-hospital provider agencies certified in accordance with 7 AAC 26.210 & 7 AAC 26.390.</p>	C+2	10	-	C+12	-	<p>C=Until certification records are complete.</p> <p>Annual accrual rate is less than one cubic foot.</p>
8	<p>Alaska Trauma Registry (Electronic):</p> <p>Abstract Worksheets (Originals):</p> <p>The worksheets are completed by Trauma Register Abstractors based on data extracted from hospital records after patient discharge and includes: patient demographics, circumstances of injury, pre-hospital and in-hospital response times and treatment, severity of injury, diagnosis, length of hospital stay, cost of hospitalization, and discharge condition. This information is input into the Trauma Registry.</p>	30 1	- -	- -	30 1	-	<p>Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).</p> <p>This series is confidential under AS 18.23.010 - 070.</p>
9	<p>GENERAL ADMINISTRATIVE RECORDS:</p> <p>Includes administrative records related to Budget Preparation; General Accounting; Grant Management; Procurement, Leasing & Property; General Administrative; Personnel Administration; and, Information Technology.</p> <p>Emergency Medical Services staff will follow retention periods as listed in the General Administrative Records Retention Schedule (GRS).</p>	-	-	See GRS	See GRS	-	<p>Destroy duplicate copies of records when no longer needed for business purposes.</p> <p>The General Schedule may be accessed on the Records Management homepage. When transferring records to the records center, please refer to the relevant item number from the GRS.</p>