



Department of Education and Early Development  
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# STATE OF ALASKA

## Records Retention and Disposition Schedule

**Agency I.D: 203      Schedule No: 06-203.1**

DEPARTMENT OF HEALTH AND SOCIAL SERVICES  
 DIVISION OF PUBLIC HEALTH  
 203 - EMERGENCY MEDICAL SERVICES

The Agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records series are nonconfidential. This schedule supersedes #64504.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

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 on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director <i>Original signature held on file.</i>	Date 7/10/2009
Attorney General/Designee <i>Original signature held on file.</i>	Date 9/30/2009	Commissioner of Administration/Designee <i>Original signature held on file.</i> Date 11/12/2009
State Archivist <i>Original signature held on file.</i>	Date 10/15/2009	Records Analyst <i>Original signature held on file.</i> Date 7/9/2009

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<b>001.1 - Certification Files (Original)</b> This series consists of certification files for Emergency Medical Technicians (EMT), Instructors and Defibrillator Technicians. Includes applications for certification, examination score sheets, certificates,		M	Y	M = Microfilm after records are complete.  Some data is entered in the EMS Certification database, refer to item #006.  The section maintains certifications for over 3,500 individuals.
<b>001.2 - Certification Files (Master Microfilm)</b> This series consists of certification files for Emergency Medical Technicians (EMT), Instructors and Defibrillator Technicians. Includes applications for certification, examination score sheets, certificates,	M	30	Y	
<b>001.3 - Certification Files (Duplicate Microfilm)</b> This series consists of certification files for Emergency Medical Technicians (EMT), Instructors and Defibrillator Technicians. Includes applications for certification, examination score sheets, certificates,	M	30	Y	
<b>002.1 - Application for Certification, Incomplete (Original)</b> This series is identical to item #001 except that the records are not complete. If there is no activity for two years, application is considered abandoned.  Arranged alphabetically by name of applicant.		M		M = Microfilm after certification application determined to be of no further administrative use.
<b>002.2 - Application for Certification, Incomplete (Master Microfilm)</b> This series is identical to item #001 except that the records are not complete. If there is no activity for two years, application is considered abandoned.  Arranged alphabetically by name of applicant.	M	30		

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<b>Retention Key</b> A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	<b>Format Key</b> H = Hardcopy E = Electronic D = Database M = Microform	<b>Bus. Ess = Business Essential</b> 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
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Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
<p><b>002.3 - Application for Certification, Incomplete (Duplicate Microfilm)</b>                      This series is identical to item #001 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>	M	30		
<p><b>003.1 - Grading Sheets &amp; Registration Forms (Originals)</b>                      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>		S+1		
<p><b>003.2 - Grading Sheets &amp; Registration Forms (Electronic)</b>                      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>	E	PO		Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).
<p><b>004 - EMS Training Course Files</b>                      This series consists of applications for course approval, course completion forms, class rosters and associated correspondence.</p> <p>Arranged by course number.</p>		3		EMT's must complete certification within 1 year of completing initial class. Recertification materials must be within 2 years of date of application.
<p><b>005 - Training Program Files</b>                      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		
<p><b>006 - EMS Certification Database</b></p>		PO		Refer to 4 AAC 59.005 (Retention & Preservation of Electronic Records).

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<p><b>007 - Out-of-Hospital EMS Service (Ground &amp; Air Medical) Certification</b>                      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 &amp; 7 AAC 26.390.</p>		C+12		<p>C = Until certification records are complete.</p> <p>Annual accrual rate is less than one cubic foot.</p>
<p><b>008.1 - Alaska Trauma Registry (Abstract Worksheets - Originals)</b>                      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>		1		<p>This series is confidential under AS 18.23.010 - 070.</p>
<p><b>008.2 - Alaska Trauma Registry (Electronic)</b>                      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>	E	30		<p>Refer to 4 AAC 59.005 (Retention &amp; Preservation of Electronic Records).</p> <p>This series is confidential under AS 18.23.010 - 070.</p>

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

<p align="center"><b>Retention Key</b></p> <p>A = Until Audit                      C = Cut-off event/date                      CY = Current Year                      CFY = Current Fiscal Year                      PA = Permanent (Transfer to State Archives)</p> <p>PO = Permanent (Retain in agency office)                      S = Until Scanned                      T = Transfer                      TO = Term of Office</p>	<p align="center"><b>Format Key</b></p> <p>H = Hardcopy                      E = Electronic                      D = Database                      M = Microform</p>	<p align="center"><b>Bus. Ess = Business Essential</b></p> <p>1. Are necessary for emergency response                      2. Are necessary to resume or continue operations</p>
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