

# Retention and Classification Report

**Agency:** Department of Health. Bureau of Emergency Medical Services  
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**Records Officer:** Sharilyn Hunsaker

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80030	Committee and subcommittee meeting minutes
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13865	Uniform ambulance service fiscal reporting guide

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80119

3

**TITLE:** Bureau monthly reports

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records support the agency's function to work with local, state, and federal partners to guide and assist the public health and healthcare system with emergency preparedness and response efforts. These records document agency activities and are submitted to the governor each month as evidence of working to meet strategic goals. Records include a report as well as supporting documentation.

**RETENTION:**

Retain 1 complete calendar year.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/01/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80119

**TITLE:** Bureau monthly reports

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80113

3

**TITLE:** Bureau reports

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by topic, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records support the agency's function to promote and coordinate a statewide system of emergency and trauma care that will reduce morbidity and mortality. These records document informational and statistical reports covering a variety of topics and include the annual Trauma System Report, the annual Emergency Department Report, the biannual Bureau Report, and the quarterly Fact Sheets.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 08/28/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80113

**TITLE:** Bureau reports

(continued)

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80030

3

**TITLE:** Committee and subcommittee meeting minutes

**DATES:** 1981-

**ARRANGEMENT:** Alphabetical by public body, thereunder chronological

**ANNUAL ACCUMULATION:** 0.70 cubic feet.

**DESCRIPTION:**

These records support the agency's function to promote a statewide system of emergency and trauma care to reduce morbidity and mortality through prevention, awareness, and quality intervention. Records document open meetings held by the agency's committees and subcommittees: Trauma advisory committee (Utah Code 26-8a-251), Emergency medical service committee (Utah Code 26-1-7), professional development sub-committee, operations sub-committee, grant sub-committee. Records include meeting minutes containing the substance of all matters proposed, discussed, or decided, and votes taken, as well as the agenda, notices, and any public materials distributed at the meeting.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/28/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned and verified and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80030

**TITLE:** Committee and subcommittee meeting minutes

(continued)

**APPRAISAL:**

Administrative Historical

These records have evidential value, as they document the activities of the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 14079

3

**TITLE:** Complaint records

**DATES:** i 1990-

**ARRANGEMENT:** Chronological by complaint date

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records support the agency's function to establish and actively supervise a statewide trauma system that promotes optimal care for trauma patients (Utah Code 26-8a-250 (2000)). The agency uses these records to monitor the quality of emergency health care in the state by documenting formal complaints made to the agency regarding emergency medical service providers or agency employees. These records function as an official record of the complaint, which may be agency- or personnel-specific, and may be the basis of an investigation and/or of an administrative or disciplinary action as authorized by Utah Code 26-8a-503 and 504, (2008). This series may also be known as whistle-blower, fraud, or criminal complaints. Records used to document complaints may include complaint logs, initial written complaints, information gathered to investigate, copies of hearing transcripts and rulings, and agency or individual responses.

**RETENTION:**

Retain 7 years after final resolution of complaint

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 15, Item 2.

**AUTHORIZED:** 10/06/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after final resolution of



**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 14079

**TITLE:** Complaint records

(continued)

complaint and then destroy.

Computer data files: Retain in Office for 7 years after final resolution of complaint and then delete.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private Utah Code 63G-2-302(1b)(1e) 2014

**SECONDARY CLASSIFICATION(S):**

Public

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80115

3

**TITLE:** Emergency medical service personnel certification records

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These records support the agency's function to promote the availability of comprehensive emergency medical services throughout the state by establishing application, submission, and procedural requirements for certifications (Utah Code 26-8a-105(c)). Records are used by the agency to track testing and certification of individuals as emergency medical personnel and may include applications, test score results, test letters, recertification/certification information, correspondence, and legal documents.

**RETENTION:**

Retain 5 years after certification is renewed or lapses

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/06/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 5 years after certification is renewed or lapses and then destroy.

Computer data files: Retain in Office for 5 years after certification is renewed or lapses and then delete.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80115

**TITLE:** Emergency medical service personnel certification records

(continued)

**APPRAISAL:**

Administrative

These records document the agency's adherence to the mandate to establish initial and ongoing certification and training requirements and to issue certifications and certification renewals for emergency medical service personnel (Utah Code 26-8a-302(1)(a) (1999)).

**RETENTION JUSTIFICATION:**

Retention is based on the requirements for lapsed certifications in Utah Administrative Rule R426-5-900 (2014) and the agency's desire to keep the records for two full certification cycles.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Utah Code 63G-2-302(1)(i) 2014

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2014.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 14111

3

**TITLE:** Emergency medical services provider licensure records

**DATES:** 1972-

**ARRANGEMENT:** Alphabetical by provider name

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

These records support the agency's function to coordinate the statewide emergency medical services communication systems. This series contains licensure records used to document that emergency medical services providers have met all state regulations (26-8a-105(1) (2014)). Information required to verify that regulations are met include facility and equipment inspections, insurance, and personnel rosters.

**RETENTION:**

Retain until two licensure cycles are complete

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/06/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 8 years or until two licensure cycles are complete, and then destroy.

Computer data files: Retain in Office for 8 years or until two licensure cycles are complete, and then delete.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 14111

**TITLE:** Emergency medical services provider licensure records

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

Retention is based on the requirements for lapsed certifications in Utah Administrative Rule R426-5-900 (2014) and the agency's desire to keep the records for two full certification cycles.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Utah Code 63G-2-302(1)(b) 2014  
Protected. Utah Code 63G-2-305(4) 2014

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2014.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80058

3

**TITLE:** Financial receipts

**DATES:** 1985-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

Agency copy of receipts given to customers who pay the agency for services rendered.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/12/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

Retention is based on the requirements for lapsed certifications in Utah Administrative Rule R426-5-900 (2014) and the agency's desire to keep the records for two full certification cycles.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80058

**TITLE:** Financial receipts

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 16989

3

**TITLE:** Grant case files

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by provider name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records support the agency's function to promote and coordinate a statewide system of emergency and trauma care in order to alleviate unnecessary death and disability from trauma and emergency illness (Utah Code 26-8a-250 (2000)). These records document the state-provided money requested of and granted by the agency for services, equipment, and training. Grants are awarded to county, local government, and nonprofit agencies based on need, which enables emergency medical services to function throughout the state. Records contain grant applications, per capita (reimbursement) grant contracts, and competitive grant contracts.

**RETENTION:**

Retain 3 years after grant has expired.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 09/15/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after grant expires and then destroy.



**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 16989

**TITLE:** Grant case files

(continued)

**APPRAISAL:**

Administrative

Administrative value only. The staff has no need to preserve this record after the grant has been terminated.

Retention is based on the requirements for lapsed certifications in Utah Administrative Rule R426-5-900 (2014) and the agency's desire to keep the records for two full certification cycles.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 28642

3

**TITLE:** Medical registries

**DATES:** 1996-

**ARRANGEMENT:** Chronological by year.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records support the agency's function to collect and maintain emergency medical services data as specified by the Emergency Medical Services Committee (Utah Code 26-8a-203). Record information is used to analyze trends and outcomes of emergency medical treatment and to identify opportunities for performance improvement. Information includes name and location of health care provider, identifiable public health data, and financial information. Record series registries for pre-hospital, emergency department, and trauma are included.

**RETENTION:**

Retain 100 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 04/15/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Computer data files: Retain in Office for 100 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 28642

**TITLE:** Medical registries

(continued)

**APPRAISAL:**

Administrative Historical

Data is of historical value to researchers for continual analysis of trends, outcomes, and opportunities for performance improvement.

**RETENTION JUSTIFICATION:**

Permanent value is supported by the American Health Information Medical Association (AHIMA) (Appendix C: Recommended Retention Standards).

**PRIMARY CLASSIFICATION:**

Private            63G-2-302(1)(b)(2014)

**SECONDARY CLASSIFICATION(S):**

Protected.        Utah Code 63G-2-305(6)(2008)  
Controlled.       Utah Code 63G-2-304(2008)

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 04/2015.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80045

3

**TITLE:** Policies and procedures

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by bureau

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

These records support the agency's function to coordinate a well-prepared public health and emergency medical response system that will be capable of handling public health emergencies efficiently and cooperatively. These records document policies and procedures that govern the operations and administration of the agency's various programs and are updated frequently.

**RETENTION:**

Retain until superseded.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 10/09/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then transfer to State Archives with authority to weed.

Digital image: Retain in Office for 1 year and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical

These records have evidential and informational historical value, as they document the activities and policies of the agency.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80045

**TITLE:** Policies and procedures

(continued)

Permanent value is supported by the American Health Information Medical Association (AHIMA) (Appendix C: Recommended Retention Standards).

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 18111

3

**TITLE:** Purchase requisition files

**DATES:** 1990-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Requisitions for supplies and equipment for current inventory

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 13, Item 10.

**AUTHORIZED:** 12/02/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

Fiscal

Purchase requisition files have temporary fiscal value.

Permanent value is supported by the American Health Information Medical Association (AHIMA) (Appendix C: Recommended Retention Standards).

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 18111

**TITLE:** Purchase requisition files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 16783

3

**TITLE:** Radio frequency coordination request file

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by transmitter location

**ANNUAL ACCUMULATION:** 0.30 cubic feet.

**DESCRIPTION:**

This is a record of verification that the Emergency Medical Service has been licensed to use a particular radio frequency.

**RETENTION:**

Retain until updated or superseded.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/02/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until updated or superseded and then destroy.

**APPRAISAL:**

Administrative Legal

This is to verify that this request for frequency coordination is in compliance with 90.175 of the Federal Communication Commission Rule.

Permanent value is supported by the American Health Information Medical Association (AHIMA) (Appendix C: Recommended Retention Standards).



**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 16783

**TITLE:** Radio frequency coordination request file

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80071

3

**TITLE:** Resource hospital file

**DATES:** 1982-

**ARRANGEMENT:** Alphabetical by hospital name, thereunder chronological

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

These records support the agency's function to promote trauma care in order to reduce morbidity and mortality through prevention, awareness, and quality intervention, and to establish designation requirements for resource hospital emergency medical service providers (Utah Code 26-8a-303(1)(b) (1999)). Records are used to indicate whether a hospital has met the standard of an Advanced Life Support Resource Hospital Designation, in accordance with the agency's mandate to establish application, submission, and procedural requirements for designations (26-8a-105(1) (2014)). Information required to verify that an institution has met the standards includes a letter of application, the resource hospital review, and a letter specifying designation.

**RETENTION:**

Retain until Two designation cycles are complete.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/02/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until scanned and then destroy.

Computer data files: Retain in Office for 4 years or until two designation cycles conclude and then delete.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 80071

**TITLE:** Resource hospital file

(continued)

**APPRAISAL:**

Administrative Legal

These records document the agency's adherence to the mandate to establish designation requirements for resource hospital emergency medical service providers (Utah Code 26-8a-303(1)(b) (1999)).

Permanent value is supported by the American Health Information Medical Association (AHIMA) (Appendix C: Recommended Retention Standards).

**PRIMARY CLASSIFICATION:**

Public

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2014.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 14081

4

**TITLE:** Trauma center designation files

**DATES:** 1986-

**ARRANGEMENT:** Alphabetical by hospital name, thereunder chronological by year

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These records support the agency's function to promote trauma care in order to reduce morbidity and mortality through prevention, awareness, and quality intervention. Records are used by the agency to indicate which of five trauma center verification levels each hospital in the state meets. Hospitals that meet level I and level II criteria are evaluated and verified by the American College of Surgeons, and a copy of their verification is maintained by the Bureau of Emergency Medical Services. Hospitals that meet level III-V criteria are evaluated and verified by the Bureau of Emergency Medical Services, which models its assessment documentation after that used by the American College of Surgeons. Records used to document verification levels may include trauma registry data, financial data, and Trauma Subcommittee evaluations and final report.

**RETENTION:**

Retain 6 years after level verified

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 11/02/2014

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 6 years after level verified and then destroy.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 14081

**TITLE:** Trauma center designation files

(continued)

Computer data files: Retain in Office for 6 years after level verified and then delete.

**APPRAISAL:**

Administrative

These records document the agency's adherence to the mandate to establish trauma center designation and guidelines in conjunction with the trauma system advisory committee (Utah Code 26-8a-254 (2000)).

**RETENTION JUSTIFICATION:**

Administrative need of the agency is only 6 years for these records, and they have asked for a reduction in the retention in order to reduce the amount of records they have to manage.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Protected. Utah Code 63G-2-305(10)(d) 2014  
Private. Utah Code 63G-2-302(1)(b) 2014

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 11/2014.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 59962

3

**TITLE:** Travel files

**DATES:** 1986-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

This is a record of authorization to travel in state or out of state sent through the division and to state finance for reimbursement.

**RETENTION:**

Retain 3 years or until one year after audit.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 07/02/1988

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years or until one year after audit and then destroy.

**APPRAISAL:**

Administrative

Administrative need of the agency is only 6 years for these records, and they have asked for a reduction in the retention in order to reduce the amount of records they have to manage.

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 59962

**TITLE:** Travel files

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 13865

4

**TITLE:** Uniform ambulance service fiscal reporting guide

**DATES:** 1991-

**ARRANGEMENT:** Alphabetical by company name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records support the agency's function to coordinate the statewide emergency medical services communication systems, in particular to license and permit ambulance providers (Utah Code 26-8a-105 (2013)). Records contain fiscal reports which document revenues, expenses, and net income of all services offered by each company and which are submitted to the bureau in order to determine rate increases among ambulance companies. Utah Administrative Code R426-8-2(3) (2013) sets the maximum transportation rates and service charges for ambulance companies, while R426-8-2(1)(a) (2013) sets company income limits.

**RETENTION:**

Retain 3 years

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 01/02/1996

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.



**AGENCY:** Department of Health. Bureau of Emergency Medical Services

**SERIES:** 13865

**TITLE:** Uniform ambulance service fiscal reporting guide

(continued)

**APPRAISAL:**

Administrative Fiscal

These reports are subject to audit.

Administrative need of the agency is only 6 years for these records, and they have asked for a reduction in the retention in order to reduce the amount of records they have to manage.

**PRIMARY CLASSIFICATION:**

Protected Utah Code 63G-2-305(3) (2014)