

## Utah State Archives

**Parent Agency:** Health Department  
Family Health and Preparedness

**Agency:** Department of Health. Bureau of Emergency Medical Services  
P.O. Box 142004  
3760 South Highland Drive  
Salt Lake City, UT 84106  
801-538-6292


**Records Officer** Sharilyn Hunsaker

80115	Emergency medical service personnel certification records
14111	Emergency medical services provider licensure records
80071	Resource hospital file
14081	Trauma center designation files

Destroying records in accordance with this agency Retention Schedule is in compliance with the Archives and Records Service and Government Records Access and Management Act (UCA 63-2-101 et seq.).

The Agency classifies its records under provisions of the Government Records Access and Management Act (UCA 63-2-101 et seq.). Classifications have not been approved by the State Records Committee.

This agency retention schedule was approved by the State Records Committee in November 2014.



\_\_\_\_\_  
Nova Dubovik  
Executive Secretary  
State Records Committee



\_\_\_\_\_  
Chair, State Records Committee

## Utah State Archives

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

**SERIES:** 80115

**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.

**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.

**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)).

## Utah State Archives

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

**SERIES:** 80115

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

(continued)

### **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

## Utah State Archives

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

**SERIES:** 14111

**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.

**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.

**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.

## Utah State Archives

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

**SERIES:** 14111

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

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

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

## Utah State Archives

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

**SERIES:** 80071

**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.

**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.

**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)).

## Utah State Archives

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

**SERIES:** 80071

**TITLE:** Resource hospital file

(continued)

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

## Utah State Archives

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

**SERIES:** 14081

**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.

**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.

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



## Utah State Archives

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

**SERIES:** 14081

**TITLE:** Trauma center designation files

(continued)

### **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