

STATE AGENCIES

Utah State Archives

Parent Agency: Health Department
Family Health and Preparedness

Agency: Department of Health. Bureau of Emergency Medical Services
(344)
P.O. Box 142004
3760 South Highland Drive
Salt Lake City, UT 84106
801-538-6292

Records Officer: Sharilyn Hunsaker

AGENCY: Department of Health. Bureau of Emergency Medical Services

SERIES: 28642

2

TITLE: Medical registries

DATES: 1996-

ARRANGEMENT: Chronological by year.

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.

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.

APPRAISAL:

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

RETENTION JUSTIFICATION:

AGENCY: Department of Health. Bureau of Emergency Medical Services

SERIES: 28642

TITLE: Medical registries

(continued)

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)

Utah State Archives

Parent Agency: Health Department
Public Health Data

Agency: Department of Health. Center for Health Data and Informatics.
Office of Vital Records and Statistics (1266)
Center for Health Data
288 North 1460 West
Salt Lake City, UT 84114
801-538-6743

Records Officer: Kara Kummer

AGENCY: Department of Health. Center for Health Data and Informatics. Office of Vital Records and Statistics

SERIES: 28666

2

TITLE: Acknowledgment of paternity registry

DATES: 1970-

ARRANGEMENT: Numerical by registry number

DESCRIPTION:

These records support the agency's function to document and certify the facts of births and family formations. Records document the birth father's submission of the notice of commencement of paternity proceedings which entitles him to be notified if an adoption commences. Records are used to acknowledge and determine legal parental rights for custody of the child (78B-15-402(2008)). Information includes identifiable information for the birth father and mother, facts of birth as known, notarized signature of the birth father, and other information as stated in Utah Code 78B-15-404(2008).

RETENTION:

Retain 3 years.

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 3 years and then destroy.

Computer data files: Retain in Office for 3 years and then delete.

APPRAISAL:

Administrative Legal

These records protect and provide legal evidence of a birth father's parental rights (Utah Code 78B-15-402(2008)).

RETENTION JUSTIFICATION:

AGENCY: Department of Health. Center for Health Data and Informatics. Office of Vital Records and Statistics

SERIES: 28666

TITLE: Acknowledgment of paternity registry

(continued)

Proposed retention is based on administrative need of the agency. Any information that may be needed after 3 years would be captured elsewhere, such as a court adoption proceeding.

PRIMARY CLASSIFICATION:

Exempt Utah Code 78B-15-405(2008)

UTAH STATE ARCHIVES AND RECORDS SERVICE
RETENTION SCHEDULE AND CLASSIFICATION REVIEW

MARCH 20, 2015

AGENCIES SUBMITTING RECORD SERIES

AGENCY NUMBER OF
RECORD SERIES

STATE AGENCIES

Health Department
Health Emergency Medical Serv..... 1
Health Vital Records..... 1

TOTAL RECORD SERIES SCHEDULED:	2	
TOTAL VOLUME:	0.00	CUBIC FEET
TOTAL ANNUAL ACCUMULATION:	0.00	CUBIC FEET

I have read the enclosed record series and concur with proposed retentions and dispositions, except for any noted substantive changes.

State Records Committee Member

Date