

RECORDS RETENTION AND DISPOSAL SCHEDULE

Maryland Institute for Emergency Medical Service Systems

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1	<p>Records of cardiac arrest events occurring in the 24 jurisdictions in Maryland. Included in these records is confidential patient information provided on Maryland Ambulance Information Systems (MAIS) forms and on the supplemental form completed by the reporting jurisdiction. The data is used to evaluate cardiac arrest activity at the jurisdictional level to develop a baseline and to guide patient care improvement strategies.</p> <p>The study was discontinued in November of 2010. These records are no longer being created.</p>	Destroy after January 1, 2040

APPROVED BY: (Maryland Institute for Emergency
Medical Services Systems Official)

DATE: 10 Jan 2012

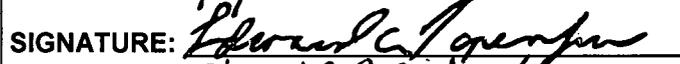
SIGNATURE:

NAME/TITLE: Dave Balthis
Deputy Director

AUTHORIZED BY: (MD STATE ARCHIVES)

DATE: 3/5/2012

SIGNATURE:


Edward C. Papenfuss

NAME/TITLE: State Archivist

Maryland Institute for Emergency Medical Services Systems Instructions -Make a list of all files. Determine whether each is non-record, record material or both. Group into Record Series. Prepare a separate inventory form for each Record Series identified. All Record Series are to be listed on a Schedule Form. Forward all Records Inventory forms with the proposed Schedule form (DGS 550-1) to the Maryland Institute for Emergency Medical Services Systems Records Officer thru your Records Coordinator.

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS CENTER
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794
(410) 799-1379

1. Department/Agency
MARYLAND INSTITUTE FOR EMERGENCY MEDICAL SERVICES SYSTEMS

2. Office/Administration/Board

3. Division/Unit or Section

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title
Maryland Cardiac Arrest Surveillance System (MCASS)

5. Earliest Year/Latest Year
2000 to Nov 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

These are records of cardiac arrest events occurring in the 24 jurisdictions in Maryland. Included in these records is confidential patient information provided on Maryland Ambulance Information Systems (MAIS) forms and on the supplemental form completed by the reporting jurisdiction. The data is used to evaluate cardiac arrest activity at the jurisdictional level to develop a baseline and to guide patient care improvement strategies.

7. Record Series Format(s) List all

Paper: Letter Size Legal Size
 Film / tape: Film/Slides (35mm, etc) Microfilm/
 Electronic: Kept on Hard Drive Computer Tape

8. Record Series Sequence

Alphabetical
 Numerical

9. Volume

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify)

___61___
Number

Microfiche
 Rolls Audio Tape Floppy Disk
 Bound Book Video Tape CD,DVD,etc
 Card Other (specify) _____

Chronological
 Geographical
 Other (specify) _____

10. Annual Accumulation
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) _____
 Report submission was discontinued.
 No additional accumulation expected.

11. File is Used Daily Weekly Monthly Annually

12. File Becomes Inactive After 6 Month(s)
 Number Year(s)

13. Current Location(s) (Bldg., Floor, Room)
 Maryland Institute for Emergency Medical Services
 Systems
 653 West Pratt Street
 Baltimore, MD 21201
 5th Floor, Room 511

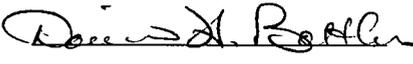
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
 Yes No Agency/ Format _____

15. Privacy / Access Restrictions Yes No
 Personal Medical Proprietary Classified Other
 (If Yes, cite Law(s) & Regulation(s))
 Maryland Confidentiality of Medial Records Act - Health General
 4-301 et seq.

16. Audit Requirements None Internal OIG
 Legislative Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements
 Yes No

18. Recommended Retention: In Office And In Storage (Each Format)
 Retain Records until January 1, 2040

19. Name and Title of Preparer

 Dave Balthis, Chief of IT and Comms
 E-mail address: dbalthis@mimss.org

20. Location: Maryland Institute for Emergency
 Medical Services Systems
 653 West Pratt Street, Baltimore, MD 21201
 Telephone Number# (410) 706-2599 Room #516

21. Date 1/9/12