DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1201

Page 1 of 3

Agency: Howard County Government

Fire & Rescue Services

Division/Unit: Emergency Services Bureau (EBS)

Item No.	Description	Retention
1	Automatic External Defibrillator (AED) Location – All locations within Howard County with possession of AED monitors.	Retain 2 yrs, then destroy.
2	Advanced Life Support (ALS) Providers – All affiliated Department of Fire and Rescue Services (DFRS) personnel	Retain 2 yrs, then destroy.
3	Awards – Nominations, certificates of recognition, state recognitions, annual Department of Fire and Rescue Services (DFRS) awards.	Retain 5 yrs, then destroy.
4	Cardiac Arrests/Pre-hospital Evaluation – Cardiac arrests incidents treated/transferred to area hospitals.	Retain 5 yrs, then destroy.
5	Chest Pain – Quality improvement forms.	Retain 5 yrs, then destroy.
6	Critical Incident Stress Management (CISM) – General information, Howard County Fire & Rescue (HCFR) team, contact forms, International Critical Incident Stress Foundation (ICISF), Maryland Team, and International Coordination.	Retain 2 yrs, then destroy.
7	Controlled Substance Cards – Daily logs, personnel key issuances, Drug Enforcement Agency (DEA) licensing (for Medical Director)	Retain 7 yrs, then destroy.

Schedule Approved by Department, Agency, or

Division Representative:

Date: 8 26 /13
Signature:

Typed Name: William Anuszewski

Title: Assistant Chief, Administrative Services

Schedule Approved by County Records Management Representative:

Date:

Signature:

Schedule Authorized by State Archivist

Date:

Signature:

10-3-13

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1201

Page 2 of 3

Agency: Howard County Government

Division/Unit: Emergency Services Bureau (ESB)

Fire & Rescue Services

Description	Retention
Critiques of Incidents - Critique of critical Emergency Medical Services (EMS) incident reports for quality assurance.	Retain 5 yrs, then destroy.
Emergency Medical Services Advisory Council – Correspondence, meeting minutes and action plans.	Retain in office for 3 yrs, then transfer to warehouse archives for 2 yrs. Transfer to MSA every 5 years for permanent retention.
Emergency Medical Services File – Cot maintenance, recalls, special needs residents, statistical data coordinator logs, weekly ambulance inspections, station visits, media correspondence, hospital and citizen complaints.	Retain 5 yrs, then destroy.
Infectious Disease – Infectious disease notifications, infectious disease worksheets, field operations, hepatitis B vaccines.	Retain 30yrs, then destroy.
 Maryland Institute for Emergency Medical Services Systems (MIEMSS) a) Ad hoc committee, affiliations, meetings, annual reports, Maryland EMS newsletter, Regional III EMS Council meetings, Region III Health & Medical Task Force, State Run Report, State Legislation, State Wide System Communication (SYSCOM), Emergency Medical Services for Children (EMSC), medical director committee, and yellow alert task force. b) Block grant information, emergency medical feedback, Department of Transportation (DOT) highway safety fund, rapid sequence intubation, Title 30 regulation, confidential data requests, etc. 	 a) Retain 5 yrs, then transfer to the MSA for permanent retention. b) Screen after 3 yrs in office and destroy material that is no longer needed for current business purposes and transfer to MSA any material that serves to document the origin, development, and accomplishments of the office and has continuing fiscal, legal, administrative, or historical value.
	Critiques of Incidents - Critique of critical Emergency Medical Services (EMS) incident reports for quality assurance. Emergency Medical Services Advisory Council – Correspondence, meeting minutes and action plans. Emergency Medical Services File – Cot maintenance, recalls, special needs residents, statistical data coordinator logs, weekly ambulance inspections, station visits, media correspondence, hospital and citizen complaints. Infectious Disease – Infectious disease notifications, infectious disease worksheets, field operations, hepatitis B vaccines. Maryland Institute for Emergency Medical Services Systems (MIEMSS) a) Ad hoc committee, affiliations, meetings, annual reports, Maryland EMS newsletter, Regional III EMS Council meetings, Region III Health & Medical Task Force, State Run Report, State Legislation, State Wide System Communication (SYSCOM), Emergency Medical Services for Children (EMSC), medical director committee, and yellow alert task force. b) Block grant information, emergency medical feedback, Department of Transportation (DOT) highway safety fund, rapid sequence intubation, Title 30 regulation, confidential

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1201

Page 3 of 3

Agency: Howard County Government

Division/Unit: Emergency Services Bureau (ESB)

Fire & Rescue Services

Item No.		Description	Retention
1	13	Medical Incident Reports – Hard copy hand written and electronic composed reports prepared by paramedics during emergency medical incidents.	Retain 1 yr and then screen for current business purposes; destroy records no longer needed. Records retained for current business purposes, transfer to warehouse archives for 4 yrs, and then destroy.
1	14	Bureau Video & Digital Documentation – Included all digital documentation from Glidescope, Electronic Patient Care Reports, Quality Assurance, and Scene Pictures.	Retain 5 yrs, then destroy.
1	15	Quality Control Logs – Emergency medical incidents randomly chosen for review.	Retain 3 yrs, then destroy.
1	16	Special Events – Any concert/special event planned with request for paramedic emergency medical coverage.	Retain 3 yrs, then destroy.
1	17	Standardized Medical Equipment Inventory – Inventory of all medical equipment used by the Emergency Medical Services (EMS) section of the Emergency Services Bureau.	Retain 2 yrs, then destroy.
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Department (Please include bureau or section):		
Department of Fire & Rescue Services (DFRS)) – Emergency Services Bu	reau (ESB)
2. Address: 6751 Columbia Gateway Dr; Columbia, MD	3. Zip Code: 21046	4. Date: 10/24/12
5. Person Completing Form: Captain Karen Dausch	6. Title: EMS Operations Captain	7. Phone: 410-313-6018
RECORD INF	ORMATION	
8. Record Series Title (no abbreviations):		
Automatic External Defibrillator Locations		
9. Variant or Alternate Titles (abbreviations OK):	T. V.	4.2

RECORD INFORMATION
8. Record Series Title (no abbreviations):
Automatic External Defibrillator Locations
9. Variant or Alternate Titles (abbreviations OK):
AED Locations
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):
All locations within Howard County Fire and Rescue and County Government with possession of AED monitors
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? Yes No
12. What is the primary value of this record?
XAdministrative Legal FiscalHistorical
13. Are these records subject toX audit and/or litigation?
14. List all specific legal citations which govern this series: N/A
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?
Stored as Computer Document; Available on County Intranet
16. Is this record series the original or "record" copy?Yes No
Originals located on T:Drive
If not, where can the official copy be found?
Record copy of Government sites located on County Intranet
<u> </u>
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)?
Updated bi-weekly; varies on uses depending on how often AED at that location is used
18. After these records have become inactive, how long would you like to store them off-site?
N/A
19. Recommended Retention:
Permanent Retention
20. Will these records ever bemicrofilmed orscanned into an optical imaging system? NO If so, at what point in the retention will this happen?
내는 내가 마셔에게 그렇게 되었다. 이번 사람들은 사람들은 내가 되었다. 그렇게 되었다면 하는데 되었다.
1956년 1일
21.
Signature of Bureau Chief or Program Manager: Alc Ohio

2. Address: 6751 Columbia Gateway Dr; Columbia, MD	3. Zip Code: 21046	4. Date: 10/24/12
5. Person Completing Form: Captain Karen Dausch	6. Title: EMS Operations Captain	7. Phone: 410-313-6018
RECORD INFO	ORMATION	
8. Record Series Title (no abbreviations): Advanced Life Support (ALS) Providers		
9. Variant or Alternate Titles (abbreviations OK): ALS Providers		
10. Record Series Description. Include the purpose of this record series (v in this record series (you may attach representative documents):	why you collect the information, how you us	e it, etc.) and the data include
Document contains all affiliated Department of Fire EMT-I/EMT-P certified. This is important for staff important for Training to maintain in order to keep dates for each provider.	fing purposes for everyday ass	signments. It's also
11. In the event of a disaster, is this record vital to the Continuity of Operation X Yes No	ions (COOP)?	- 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1
12. What is the primary value of this record?		
X Administrative X Legal Fiscal His	storical	
13. Are these records subject toX audit and/orX litigatio	n? Yes	- J
14. List all specific legal citations which govern this series:		
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) a	are included in this series?	
Electronic; Individual Provider ID Cards (Originals); pap		list
16. Is this record series the original or "record" copy? X Yes	No	1 :
If not, where can the official copy be found?		
Original found on T-Drive under EMS Operations. Also, copies of providers' cards can be found in pe		
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)?	
Dalla da la como la da calega de la dela dela dela dela dela del		s/instructing purposes
Daily—to know who is a cleared/functioning ALS provider in t	tore them off-site?	
18. After these records have become inactive, how long would you like to s		

1. Department (Please include bureau or section): Department of Fire & Rescue Services (DFRS) – Emergency Services Bureau (ESB)			
2. Address: 6751 Columbia Gateway Dr; Columbia, MD	3. Zip Code: 21046	4. Date: 10/24/2012	
5. Person Completing Form: Captain Karen Dausch	6. Title: EMS Operations Captain	7. Phone: 410-313-6018	

RECORD INFORMATION
8. Record Series Title (no abbreviations):
Cardiac Arrests/Pre-hospital Evaluation
9. Variant or Alternate Titles (abbreviations OK):
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):
Cardiac arrests incidents treated/transferred to area hospitals. Used for statistics, quality assurance, and follow-up on both patient status and provider critique.
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? YesX No
12. What is the primary value of this record?
Administrative X Legal Fiscal X Historical
13. Are these records subject to X audit and/or X litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?
Paper and electronic components
16. Is this record series the original or "record" copy?Yes No
If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? As needed (Case by Case)
18. After these records have become inactive, how long would you like to store them off-site?
Retain for 5 yrs
19. Recommended Retention:
Datain 5 was then destroy
Retain 5 yrs, then destroy. 20. Will these records ever be microfilmed or x scanned into an optical imaging system?
If so, at what point in the retention will this happen?
21.
Signature of Bureau Chief or Program Manager: Alt. Olivious

Department (Please include bureau or section): Department of Fire & Rescue Services (DFRS) – Emergency Services Bureau (ESB)			
2. Address: 6751 Columbia Gateway Dr; Columbia, MD	3. Zip Code: 21046	4. Date:	
5. Person Completing Form: Captain Karen Dausch	6. Title: EMS Operations Captain	7. Phone: 410-313-6018	

RECORD INFORMATION		
8. Record Series Title (no abbreviations):		
Chest Pain		
9. Variant or Alternate Titles (abbreviations OK):		
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):		
Quality improvement forms.		
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)?		
12. What is the primary value of this record?		
XAdministrative Legal Fiscal XHistorical		
13. Are these records subject toX_ audit and/or litigation?		
14. List all specific legal citations which govern this series:15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?Paper, computer, data, audio, video files		
16. Is this record series the original or "record" copy?Yes x No		
If not, where can the official copy be found?		
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)?		
Daily- As needed- case to case		
18. After these records have become inactive, how long would you like to store them off-site?		
Retain 5 yrs 19. Recommended Retention:		
Retain 5 yrs, then destroy		
20. Will these records ever bemicrofilmed orXscanned into an optical imaging system? If so, at what point in the retention will this happen?		
21.		
Signature of Bureau Chief or Program Manager: Alc Dutter		

	3. Zip Code:	4. Date:
6751 Columbia Gateway Dr; Columbia, MD	21046	10/24/12
. Person Completing Form:	6. Title:	7. Phone:
Captain Karen Dausch	EMS Operations Captain	410-313-6018
RECORD INFO	ORMATION	
. Record Series Title (no abbreviations):		
Critical Incident Stress Management		
. Variant or Alternate Titles (abbreviations OK):		
O. Record Series Description. Include the purpose of this record series (we have this record series (you may attach representative documents): General information, Howard County Fire & Rescu Critical Incident Stress Foundation (ICISF), Maryla	e (HCFR) team, contact forms	s, International
In the event of a disaster, is this record vital to the Continuity of Operation Yes X No	ons (COOP)?	
2. What is the primary value of this record?	V 16	,
Administrative Legal FiscalHistoric	cal	
3. Are these records subject toX audit and/orX litigation	n?	e
4. List all specific legal citations which govern this series:		
What format types (e.g. paper, computer data, microfilm, videos, etc.) a	re included in this series?	
5. Is this record series the original or "record" copy?Yes	No	
If not, where can the official copy be found?		
1		
	daily, weekly, monthly, annually)?	
How long are these records needed for day-to-day business functions (
How long are these records needed for day-to-day business functions (or		
	ore them off-site?	
3. After these records have become inactive, how long would you like to st	ore them off-site?	
After these records have become inactive, how long would you like to st Recommended Retention:	ore them off-site?	
7. How long are these records needed for day-to-day business functions (constitutions). 8. After these records have become inactive, how long would you like to stem of the second seco	to an optical imaging system?	

1. Department (Please include bureau or section): Department of Fire & Rescue Services (DFRS) – Emergency Services Bureau (ESB)			
2. Address: 6751 Columbia Gateway Dr; Columbia, MD	3. Zip Code: 21046	4. Date: 10/24/2012	
5. Person Completing Form: Captain Karen Dausch	6. Title: EMS Operations Captain	7. Phone: 410-313-6018	

RECORD INFORMATION
8. Record Series Title (no abbreviations):
Controlled Substance Cards
9. Variant or Alternate Titles (abbreviations OK):
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):
Daily logs, personnel key issuances, DEA licensing (Medical Director)
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? X Yes No
12. What is the primary value of this record?
X Administrative X Legal Fiscal X Historical
13. Are these records subject toX_ audit and/or litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series? Paper- located with ePCR data files, Computer-data- T-Drive-
16. Is this record series the original or "record" copy?XYes No
If not, where can the official copy be found?
Computer
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)?
Monthly, weekly, daily as needed.
18. After these records have become inactive, how long would you like to store them off-site?
5 years 19. Recommended Retention:
Retain 7 yrs, then destroy
Retain 7 yrs, then destroy
20. Will these records ever be n/a microfilmed or n/a scanned into an optical imaging system? If so, at what point in the retention will this happen?
21.
Signature of Bureau Chief or Program Manager: Alc Mossier

Department of Fire & Rescue Services (DFRS)	– Emergency Services Bur	eau (ESB)
2. Address: 6751 Columbia Gateway Dr; Columbia, MD	3. Zip Code: 21046	4. Date: 10/24/2012
5. Person Completing Form: Captain Karen Dausch	6. Title: EMS Operations Captain	7. Phone: 410-313-6018

RECORD INFORMATION	
8. Record Series Title (no abbreviations):	
Critiques of Incidents	
9. Variant or Alternate Titles (abbreviations OK):	Sheet to be a state
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you in this record series (you may attach representative documents):	
Critique of critical Emergency Medical Services (EMS) incident reports for qua	nty assurance.
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? YesXNo	
12. What is the primary value of this record?	
A MARIAN TO THE PART OF THE PA	
Administrative Legal FiscalXHistorical	
13. Are these records subject to N/A audit and/or litigation?	
14. List all specific legal citations which govern this series:	
14. Let all opcome logal stations which govern the sories.	
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?	
13. What format types (e.g. paper, computer data, micronim, videos, etc.) are included in this series?	
Paper/Data Based(computer-video/pictures)	
16. Is this record series the original or "record" copy? xYes No	
If not, where can the official copy be found?	
in the state of th	
Location would be the EMS BC Executive Office	
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)?	
n/a	
18. After these records have become inactive, how long would you like to store them off-site?	
n/a	
19. Recommended Retention:	
Retain 5 yrs, then destroy	
20. Will these records ever bemicrofilmed or _n/ascanned into an optical imaging system?	
If so, at what point in the retention will this happen?	
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
21.	
Signature of Bureau Chief or Program Manager:	
The state of the s	

1. Department (Please include bureau or section): Department of Fire & Rescue Services (DFRS) – Emergency Services Bureau (ESB)		
2. Address: 6751 Columbia Gateway Dr; Columbia, MD	3. Zip Code: 21046	4. Date: 10/24/2012
5. Person Completing Form: Captain Karen Dausch	6. Title: EMS Operations Captain	7. Phone: 410-313-6018

RECORD INFORMATION

RECORD INFORMATION	
8. Record Series Title (no abbreviations):	
Emergency Medical Services Advisory Council	
9. Variant or Alternate Titles (abbreviations OK):	
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) as in this record series (you may attach representative documents):	nd the data included
Correspondence, meeting minutes and action plans.	
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? YesXNo	
12. What is the primary value of this record?	
Administrative Legal Fiscal X Historical	
13. Are these records subject to audit and/or litigation?	
14. List all specific legal citations which govern this series:	
The Last dis opposition of an action of which govern this contact.	
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series?	
Paper/Computer 16. Is this record series the original or "record" copy? Yes No	
To. is this record series the original or record copy?resNo	
Original minutes with Medical Director	
	0.00
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)?	
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)?	100
As needed- Annually	
18. After these records have become inactive, how long would you like to store them off-site?	
19. Recommended Retention:	
Retain in office for 3 yrs, then transfer to MSA every 5 years for permanent retention.	
20. Will these records ever bemicrofilmed orscanned into an optical imaging system? If so, at what point in the retention will this happen?	
21.	
Signature of Bureau Chief or Program Manager: Alc Ny	
Zindi di ridgi di ridgi di zina di zin	, to

Department (Please include bureau or section): Department of Fire & Rescue Services (DFRS)) – Emergency Services	Bureau (ESB)
2. Address: 6751 Columbia Gateway Dr; Columbia, MD	3. Zip Code: 21046	4. Date: 10/24/2012
5. Person Completing Form: Captain Karen Dausch	6. Title: EMS Operations Captain	7. Phone: 410-313-6018

RECORD INFORMATION
8. Record Series Title (no abbreviations):
Emergency Medical Services File
9. Variant or Alternate Titles (abbreviations OK):
10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data included in this record series (you may attach representative documents):
Cot maintenance, recalls, special needs residents, statistical data coordinator logs, weekly ambulance inspections, station visits, media correspondence, hospital and citizen complaints.
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? YesXNo
12. What is the primary value of this record?
Administrative Legal Fiscal X Historical
13. Are these records subject toNA audit and/or litigation?
14. List all specific legal citations which govern this series:
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series? Station level paper copies of Weekly on Ambulances- Cot maintenance. Data on Computer and CAD/RMS
16. Is this record series the original or "record" copy?YesX No
If not, where can the official copy be found?
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)?
Daily to Annual- as needed
18. After these records have become inactive, how long would you like to store them off-site?
5 years
19. Recommended Retention: Retain 5 yrs, then destroy
20. Will these records ever be <u>na</u> microfilmed or <u>na</u> scanned into an optical imaging system? If so, at what point in the retention will this happen?
21.
Signature of Bureau Chief or Program Manager: AlcOns

Department (Please include bureau or section): Department of Fire & Rescue Services (DFRS) – Emergency Services Bureau (ESB)		
2. Address: 6751 Columbia Gateway Dr; Columbia, MD	3. Zip Code: 21046	4. Date: 10/24/2012
5. Person Completing Form: Captain Karen Dausch	6. Title: EMS Operations Captain	7. Phone: 410-313-6018

RECORD INFORMATION

8. Record Series Title (no abbreviations):	
Infectious Disease	
9. Variant or Alternate Titles (abbreviations OK):	
10. Record Series Description. Include the purpose of this record series (why you collect in this record series (you may attach representative documents):	the information, how you use it, etc.) and the data included
Infectious disease notifications, infectious disease worksheets, field of	operations, hepatitis B vaccines.
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? YesXNo	
12. What is the primary value of this record?	
X Administrative Legal Fiscal X Historical	
13. Are these records subject to audit and/or litigation?	
14. List all specific legal citations which govern this series:	
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in t Paper/ Data on computer as back-up	his series?
16. Is this record series the original or "record" copy?YesNo	
If not, where can the official copy be found?	
Tage	
17. How long are these records needed for day-to-day business functions (daily, weekly, n	nonthly, annually)?
Not needed day to day	
18. After these records have become inactive, how long would you like to store them off-si	te?
19. Recommended Retention:	
Retain 5 yrs, then destroy	
20. Will these records ever bemicrofilmed orscanned into an optical im If so, at what point in the retention will this happen?	naging system?
21.	

6. Person Completing Form: Captain Karen Dausch RECORD INFORMATION 8. Record Series Title (no abbreviations): Maryland Institute of Emergency Medical Services Systems 9. Variant or Alternate Titles (abbreviations CK): MIEMSS 10. Record Series Description. Include the purpose of this record series (with you collect the information, how you use it, etc.) and the data include in this record series (you may attach representative documents): Ad hoc committee, affiliations, meetings, annual reports, block grant information, nemergency medical feedback Maryland EMS newsletter, Regional III EMS Council meetings, Region III Health & Medical Task Force, Stat Run Report, State Legislation, SYSCOM, EMSC, confidential data request, DOT highway safety fund, medical director committee, rapid sequence intubation, Title 30 regulation. 11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? X Yes No 12. What is the primary value of this record? X Administrative Legal X Fiscal X Historical 13. Are these records subject to and audit and/or Itigation? 14. List all specific legal citations which govern this series: 15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are included in this series? Electronically, computer, and paper 16. Is this record series the original or "record" copy? Yes No If not, where can the official copy be found? 17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? As needed- 18. After these records have become inactive, how long would you like to store them off-site? 19. Recommended Retention: Retain 3 yrs, then destroy 20. Will these records ever bents microfilmed or/ a scanned into an optical imaging system? 11. In the retention will this happen?	Department of Fire & Rescue Services (DFRS)		
RECORD INFORMATION 8. Record Series Title (no abbreviations): Maryland Institute of Emergency Medical Services Systems 9. Variant or Alternate Titles (abbreviations): MEMSS 10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data include in this record series (you may attach expresentative documents); Ad hoc committee, affiliations, meetings, annual reports, block grant information, emergency medical feedback Maryland EMS newsletter, Regional III EMS Council meetings, Region III Health & Medical Task Force, Stat Run Report, State Legislation, SYSCOM, EMSC, confidential data request, DOT highway safety fund, medical director committee, rapid sequence intubation, Title 30 regulation. 11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? X Yes No 12. What is the primary value of this record? X Administrative Legal X Fiscal X Historical 13. Are these records subject ton/a audit and/or litigation? 14. List all specific legal citations which govern this series: 15. What format types (e.g. paper, computer data, microflim, videos, etc.) are included in this series? Electronically, computer, and paper 16. Is this record series the original or 'record' copy? Yes No 17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)? As needed- 18. After these records have become inactive, how long would you like to store them off-site? 19. Recommended Retention: Retain 3 yrs, then destroy 20. Will these records ever ben/a microflimed orn/a scanned into an optical imaging system? 17. How long in the retention will this happen?		3. Zip Code: 21046	4. Date: 10/24/2012
RECORD INFORMATION 8. Record Series Title (no abbreviations): Maryland Institute of Emergency Medical Services Systems 9. Variant or Alternate Titles (abbreviations OK): MIEMSS 10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data include in this record series (you may attach representative documents): Ad hoc committee, affiliations, meetings, annual reports, block grant information, emergency medical feedback Maryland EMS newsletter, Regional III EMS Council meetings, Region III Health & Medical Task Force, Stat Run Report, State Legislation, SYSCOM, EMSC, confidential data request, DOT highway safety fund, medical director committee, rapid sequence intubation, Title 30 regulation. 11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? X	5. Person Completing Form:	1,000	
8. Record Series Title (no abbreviations); Maryland Institute of Emergency Medical Services Systems 9. Variant or Alternate Titles (abbreviations OK): MIEMSS 10. Record Series Description. Include the purpose of this record series (why you collect the information, how you use it, etc.) and the data include in this record series (you may attach representative documents): Ad hoc committee, affiliations, meetings, annual reports, block grant information, emergency medical feedback Maryland EMS newsletter, Regional III EMS Council meetings, Region III Health & Medical Task Force, Stat Run Report, State Legislation, SYSCOM, EMSC, confidential data request, DOT highway safety fund, medical director committee, rapid sequence intubation, Title 30 regulation. 11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)? X	Captain Karen Dausch		
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X	director committee, rapid sequence intubation, Title 30 re	egulation.	
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20. Will these records ever be <u>n/a</u> microfilmed or <u>n/a</u> scanned into an optical imaging system? If so, at what point in the retention will this happen?	19. Recommended Retention:		
If so, at what point in the retention will this happen?	Retain 3 yrs, then destroy		
		ned into an optical imaging system?	-
	21.		

1. Department (Please include bureau or section): Department of Fire & Rescue Services (DFRS) – Emergency Services Bureau (ESB)		
2. Address: 6751 Columbia Gateway Dr; Columbia, MD	3. Zip Code: 21046	4. Date: 10/24/2012
5. Person Completing Form: Captain Karen Dausch	6. Title: EMS operations Captain	7. Phone: 410-313-6018

5. Person Completing Form: Captain Karen Dausch	6. Title: EMS operations Captain	7. Phone: 410-313-6018
RECORD INFOR	MATION	
Record Series Title (no abbreviations):		
Medical Incident Reports		
9. Variant or Alternate Titles (abbreviations OK):		
MIRs and/or ePCRs (electronic patient care reports) 10. Record Series Description. Include the purpose of this record series (why you in this record series (you may attach representative documents):	ou collect the information, how you us	e it, etc.) and the data included
Hard copy hand written and electronic composed repor	ts prepared by paramedic	es during emergency
medical incidents.		
11. In the event of a disaster, is this record vital to the Continuity of Operations (COOP)?	
YesX No		
12. What is the primary value of this record?	v	-
X Administrative X Legal Fiscal X Historic	al	
13. Are these records subject to audit and/or X litigation?		
14. List all specific legal citations which govern this series:		
14. List all specific legal ditations which govern this series.		
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) are inc Paper/ electronic copies	luded in this series?	
16. Is this record series the original or "record" copy?xYes	No	
If not, where can the official copy be found?		
ESB Storage for paper copies/ Electronic on Data Base		
17. How long are these records needed for day-to-day business functions (daily,	weekly, monthly, annually)?	
As needed- daily to Annual		
After these records have become inactive, how long would you like to store the	em off-site?	
19. Recommended Retention:		
Purge in-house files annually and move to warehouse archive	s. Retain 5 yrs, then destroy.	
20. Will these records ever be <u>n/a</u> microfilmed or <u>n/a</u> scanned If so, at what point in the retention will this happen?	into an optical imaging system?	1
21.		
Signature of Bureau Chief or Program Manager:		
The second second		

Department (Please include bureau or section): Department of Fire & Rescue Services (DFRS)	- Emergency Services Bu	reau (ESB)
2. Address: 6751 Columbia Gateway Dr; Columbia, MD	3. Zip Code: 21046	4. Date: 10/24/2012
5. Person Completing Form:	6. Title:	7. Phone:
Captain Karen Dausch	EMS Operation Captain	410-313-2012
RECORD INFO	ORMATION	
Record Series Title (no abbreviations):		
Bureau Video & Digital Documentation		
9. Variant or Alternate Titles (abbreviations OK):		
10. Record Series Description. Include the purpose of this record series (v in this record series (you may attach representative documents):	why you collect the information, how you u	se it, etc.) and the data include
All digital documentation. (Glidescope, Elec	ctronic Patient Care Repo	orts, Quality
Assurance, Scene Pictures)		
11. In the event of a disaster, is this record vital to the Continuity of Operation X Yes No	ions (COOP)?	
12. What is the primary value of this record?		
X Administrative X Legal Fiscal X H	istorical	
13. Are these records subject to audit and/or _X litigation	?	
14. List all specific legal citations which govern this series:		
15. What format types (e.g. paper, computer data, microfilm, videos, etc.) a	re included in this series?	
Paper and electronic copies		
16. Is this record series the original or "record" copy?n/aYes	No	
If not, where can the official copy be found?		
승규는 사람이 되었다.		
17. How long are these records needed for day-to-day business functions (daily, weekly, monthly, annually)?	
Weekly to Monthly		
18. After these records have become inactive, how long would you like to st	ore them off-site?	1 1 1
19. Recommended Retention:	100	
Retain 5 yrs, then destroy		
20. Will these records ever be <u>n/a</u> microfilmed or <u>n/a</u> scan If so, at what point in the retention will this happen?	ned into an optical imaging system?	
21.		
1 2		
Signature of Bureau Chief or Program Manager: Alc Minates		- 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1