

Schedule 35-9

Department of Health Emergency Medical Services Division



Nebraska Records Management Division

**REQUEST FOR APPROVAL OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE NUMBER	35-9
AGENCY, BOARD OR COMMISSION	DEPARTMENT OF HEALTH
DIVISION, BUREAU OR OTHER UNIT	EMERGENCY MEDICAL SERVICES
Supersedes Edition of March 18, 1988	

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I — AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE * <i>Franklin Harris</i>	
TITLE <i>Bureau Director</i>	DATE <i>11-27-89</i>

PART II — ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE * <i>Sherrill S. Daniels</i>	DATE <i>29 Nov. 1989</i>
STATE ARCHIVIST	

PART III — APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE * <i>Allen A. Beermann</i>	DATE <i>December 5, 1989</i>
ADMINISTRATOR	

Instructions for using this Schedule

Records retention and disposition schedules are designed to serve as your records management guidelines for disposing, storing, and microfilming office records. This schedule was written specifically for records unique to your office and the General Records Schedule #124 contains those records common to most state government agencies. These retention schedules, which are approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

Here's all you have to do to get rid of records:

1. Check your schedules to see what the retention period is. **Note:** Your agency's unique schedule will take precedence over the general schedule for any items which have discrepancies in retention.
2. Get rid of records that have met their retention periods.
3. Fill out a half-page Records Disposition Report for the records you get rid of. You can get blank copies of the form and instructions for filling them out from Records Management.
4. Send the top copy of the completed report to Records Management and keep the bottom copy for your records for one year. This report establishes that the destruction was done in your normal course of business.

NON-SCHEDULED RECORDS

What about records that aren't on a retention and disposition schedule? There shouldn't be many. Give your Records Analyst at Records Management a call to see whether the records will fit under an item already on a schedule. If they don't, we'll add them to the next revision of your schedule.

For obsolete or one-time records an Application for Authority for Records Action form can be submitted to the State Records Board for approval to destroy.

UPDATING SCHEDULE

It's the responsibility of each agency to periodically update their schedule. Your Records Analyst at Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Analyst at Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, etc.

Records Management Division
NSOB, Lower Level
471-2559

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SCHEDULE NO. 35-9 - DEPARTMENT OF HEALTH, DIVISION OF EMERGENCY MEDICAL SERVICES

35-9-1 AGREEMENT CONTRACTS

Contracts which designate the services to be performed for a specific amount of funds pertaining to Emergency Medical Services.

Dispose of 5 years after the contract ends provided audit has been completed.¹

35-9-2 AMBULANCE ATTENDANT COMPUTER REPORT

Master computer file of potential and current ambulance attendants in Nebraska. Indicates name and address, social security number, ambulance rescue service, training, if nationally registered, etc.

COMPUTER PRINTOUT: Dispose of when superseded or obsolete.

ON-LINE DATA: Delete after notification of death, OR, 110 years after date of birth, whichever is sooner.

TAPE: Dispose of when superseded or obsolete.

35-9-3 APPROVED TRAINING PROGRAMS

File of approved training programs for ambulance attendants across the State. May include application form, equipment inspection, contract for reimbursement, list of instructors typically used, teaching agency, etc.

Dispose of 5 years after the contract ends provided audit has been completed.¹

35-9-4 AUDIT REPORTS, REGIONAL

Audit is done on each region annually. Files include worksheets, audit information and reimbursement vouchers.

Dispose of 5 years after final contracts of the region cease to exist or as required by the Federal Health and Human Services Department, whichever is later, provided audit has been completed.¹

35-9-5 CERTIFICATE OF COMPETENCY APPLICATION

Includes name and address, service names, and certificate numbers of ambulance attendants on file. Certificates are renewed every three years, processed and then entered into the computer.

Dispose of 5 years after certificate has expired and not been renewed provided audit has been completed.¹

35-9-6 CLASS TRAINING ROSTER FILE

File includes Emergency Medical Technician-Ambulance (EMT-A), Refreshers, and First Responders class rosters, enrollment and attendance records, authorization sheet, etc.

ORIGINAL RECORD: Retain entire file until 3 years after completion date. Then microfilm and destroy the following documents:

- **Class Roster**
- **Enrollment and Attendance Record**
- **Authorization Sheet**

Dispose of all remaining items in the file at time of microfilming.

SECURITY MICROFILM: Transfer to security storage; dispose of 25 years after completion date.

MICROFILM WORK COPY: Dispose of 25 years after completion date.

35-9-7 FUND GRANT APPLICATIONS

Highway Safety Project form and other grant applications which include name, project number, amount and total received.

Dispose of after 5 years provided audit has been completed.¹

35-9-8 NATIONAL REGISTRY EXAMINATION FILE

Copies are maintained of application and test results of Emergency Medical Technicians.
Dispose of when no longer of reference value.

35-9-9 DELETED

35-9-10 FISCAL YEAR FINANCIAL FILE

Emergency Medical Service files are primarily financial documents arranged by fiscal year.
Dispose of after 5 years provided audit has been completed.¹

35-9-11 LICENSED AMBULANCE SERVICE FILE

May contain: Application for Ambulance Service (3 year renewal).
List of current Certificate of Competency holders with the service.
Vehicle Inspection forms (3 year inspection required).
Applications for Certificate of Competency by numbers of service
(only current one is kept).
Other pertinent information.

Dispose of 5 years after inactive or when superseded, whichever is sooner.

35-9-12 LISTING OF EMS ADVISORY COMMITTEE MEMBERS AND BOARD OF AMBULANCE ADVISORS MEMBERS

Regional listing of committee members.
Dispose of when superseded or obsolete.

35-9-13 MEETING MINUTES

EMS ADVISORY COMMITTEE: Dispose of after 3 years provided audit has been completed.¹

BOARD OF AMBULANCE ADVISORS: Dispose of after 5 years provided audit has been completed.¹

35-9-14 STUDIES AND REPORTS

Includes Studies and Reports not listed separately.
See Schedule No. 124.

35-9-15 SURVEY OF AMBULANCE/RESCUE SERVICE (EH/MS)

Includes community, county, name of service, type of service, vehicles and communication.
Dispose of when superseded or obsolete.

35-9-16 TRAINING INSTRUCTORS

File of instructors giving training to ambulance attendants. May include applications, continuing education documents, contact person, required number of hours, etc.
Dispose of 5 years after failure to renew provided audit has been completed.¹

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit report released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete.