



Ohio History Connection
 State Archives of Ohio
 Local Government Records Program
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www.ohiohistory.org/lgr

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OCT 30 2019
 DELAWARE COUNTY
 RECORDS CENTER

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OHIO HISTORY CONNECTION

NOV. 22 2019

RECORDS RETENTION SCHEDULE (RC-2) - PART 1

See instructions before completing this form. Must be submitted with PART 2

Section A and Section B must be filled out and signed by local government before submission to the State Archives

STATE AND LOCAL
 GOVERNMENT RECORDS

Section A: Local Government Unit

Delaware County

Emergency Medical Services (EMS)

(Local Government Entity)

(Unit)

J. Fisher

Jeff Fisher

Director

10/29/19

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 - ORC 149.412 for Records Commission information

Delaware County Records Commission

740-833-2140

(Telephone Number)

2079 US Rte. 23 North/P.O. Box 8006

Delaware

43015

Delaware

(Address)

(City)

(Zip Code)

(County)

To have this form returned to the Records Commission electronically, include an email address:

cshaw@co.delaware.oh.us

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Jeff Barton

11/20/19

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

Fred Preitz

State Archivist

11-27-2019

Signature

Title

Date

Section D: Auditor of State

Martin E. Nash

Records Manager

12-9-19

Signature

Title

Date

Please Note: The State Archives retains RC-2 forms permanently. It is strongly recommended that the Records Commission retain a permanent copy of this form

Section E: RECORDS RETENTION SCHEDULE (RC-2) - Part 2*See all instructions before completing this form.*Delaware CountyEmergency Medical Services (EMS)

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
19-01	State Pharmacy License and Medical Licensing material	6 years then destroy			<input type="checkbox"/>
19-02	Policy, Procedure and Standard Operational Guideline: Documents related to activities and operations of departments, offices or any agency. May include rules regarding behavior, instructions for operating equipment, practices, strategies and programs	Until superseded or until no longer of administrative value			<input type="checkbox"/>
19-03	Material Safety Data Sheets (MSDS sheets): Information about properties of chemicals including physical data, toxicity, first aid, storage and disposal processes	Until superseded			<input type="checkbox"/>
19-04	Patient Care Guidelines/ Medical Standing Orders/ Medical Treatment and Transport Protocols: Documents that are related to the treatment and care modalities of Delaware County Emergency Medical Services	Until superseded or until no longer of administrative value			<input type="checkbox"/>
19-05	Occupational Safety and Health Administration (OSHA): Needle-stick or exposure reporting Documents	7 yrs then destroy			<input type="checkbox"/>
19-06	EMS Job Descriptions (Office Copy): Documents the classification, needed experience, education, physical requirements and duties by position title. Human Resources maintains official copy	Until no longer of administrative value			<input type="checkbox"/>
19-07	Incident Report (Accident Report): Office copy. Report of personal or property damage involving a county employee while on duty, a county vehicle or occur in g on county property. Risk and Insurance maintains original copy for 5 yrs providing no pending claim	Until no longer of administrative value			<input type="checkbox"/>
19-08	Employee Schedules: Documents that pertain to the scheduling, station, and daily assignments of EMS employees	2 yrs then destroy			<input type="checkbox"/>
	Service and Equipment Records				<input type="checkbox"/>
19-09	Equipment Repair Records: Records of Preventative Maintenance, Critical Failure Reports of EMS equipment and vehicles	As long as in service + 2 yrs			<input type="checkbox"/>
19-10	Daily Equipment Check Sheets of ambulance and stations	3 yrs then destroy			<input type="checkbox"/>

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Delaware County

Emergency Medical Services (EMS)

(local government entity)

(unit)

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19-11	Medication/ Controlled Substance Records: Chain of Custody forms: A controlled substance is a drug whose manufacture, possession or use is regulated by the State and Federal government. Each controlled substance requires a "check-sheet" called a chain of custody form showing/ proving the secure retention, administration and storage of medications.	3 yrs then destroy			<input type="checkbox"/>
19-12	All Pharmaceutical/ Narcotic Administration/ Destruction/ Transfer Records, of all medications administered in the course of patient care	3 yrs then destroy			<input type="checkbox"/>
19-13	Pressurized Oxygen Gas Transfill Logs	4 yrs then destroy			<input type="checkbox"/>
19-14	Fleet/ Vehicle Maintenance: Maintenance mileage and any related documentation regarding vehicles	4 yrs then destroy			<input type="checkbox"/>
19-15	Daily Vehicle Check lists: Daily Narcotic seal logs/ tamper -evidence logs/ stock forms	3 yrs then destroy			<input type="checkbox"/>
19-16	Damaged Medication Forms: Documentation of all medications that are found damaged in any way or rendered not fit to administer	3 yrs then destroy			<input type="checkbox"/>
	Patient Records				<input type="checkbox"/>
19-17	Patient Medical Record and related documents: Patient Care Refusal forms, any documents related to a patient's care	10 yrs then destroy			<input type="checkbox"/>
19-18	Pediatric Patient Care Reports: Patients ages 0- 18. Medical records of pediatric patients.	20 yrs then destroy			<input type="checkbox"/>
19-19	Student Observer/ Accompanying Liability Waivers: Documentation of student clinical Practicum	2 yrs then destroy			<input type="checkbox"/>
19-20	Variance Reports: Documentation of variations in medical protocol, patient care procedures, and or standards of EMS practices	7 yrs then destroy			<input type="checkbox"/>

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19-21	Unusual Event Report: Documentation of unusual events that occur and are deemed appropriate for documentation that may be needed at a later date, such as "near miss" reporting.	3 yrs then destroy			<input type="checkbox"/>
19-22	Complaint Forms: Documentation of complaints filed against department and/or department Employees	3 yrs then destroy			<input type="checkbox"/>
19-23	Patient Insurance Forms: Documentation of patients billing information or information gathered in the course of treatment/ transport	Until no longer of administrative value			<input type="checkbox"/>
	Safety & Quality Improvement				<input type="checkbox"/>
19-24	Safety Records including Safety Committee agendas and minutes, site visits, and other related documents	4 yrs then destroy			<input type="checkbox"/>
19-25	Quality Improvement/ Quality management QI/ QM documents and subsequent documentation of follow-up, education and any related documentation	3 yrs after resolution by CQI Committee, then destroy			<input type="checkbox"/>
19-26	Customer Survey Results: Documentation of feedback forms received from previous customers served by Delaware County Emergency Medical Services	1 yr then destroy			<input type="checkbox"/>
	Training				<input type="checkbox"/>
19 -27	Training Records: Material and resources compiled or created for presentations, public relations events and/or training exercises. May include but not limited to, professional licenses, certifications and documents noting advancement in education related to job position	Employment + 6 yrs then destroy			<input type="checkbox"/>
19-28	State of Ohio EMS Provider Certifications: Documentation of EMT, Advanced-EMT, and Paramedic Credentials	Employment+ 6 yrs then destroy			<input type="checkbox"/>
19-29	EMS Continuing Education Certifications / Paramedic Refresher Courses: Certifications, seminars, training, includes professional	Employment + 6 yrs then destroy			<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
	licenses, certifications, training and related documents noting advancement in education related to job position				
19-30	Attendance, Roster, Sign In Sheets: Documentation that shows a person has attended a class or training session	Destroy once class/training completed and card or certificate received			
19-31	Specialized Education Certifications: Documentations of any EMS Specialty course certifications	Employment + 6 yrs then destroy			<input type="checkbox"/>
19-32	Field Training Program .Documentation of new hire employees orientation and Field Training Program	Employment + 6 yrs then destroy			<input type="checkbox"/>
19-33	Travel Expense Reports: A report that states the expenses that are incurred while traveling away from home specifically for business purposes such as a conference, training or a meeting May include receipts and any of the necessary documents	Until Audited by the Auditor of State	Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.		
	Operations Reports				<input type="checkbox"/>
19-34	Officers Daily Reports Documents pertaining to daily department operations	10 yrs then destroy			<input type="checkbox"/>
19-35	Officers Monthly Reports: Documents pertaining to monthly department operations	10 yrs then destroy			<input type="checkbox"/>
19-36	Officers Year End Reports: Documents pertaining to the summary of yearly department operations	10 yrs then destroy			<input type="checkbox"/>
	Administrative Documents				<input type="checkbox"/>

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(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Medi a Type	(5) For use by Auditor of State or LGRP	(6) RC-3 Required by LGRP
19-37	Contracts: Legal agreements that procure goods and/or services. Records documenting publicizing, hearing and awarding quoted bid(s) from vendors(ORC 2305.06)	Paper and or Electronic 15 yrs from expiration for contracts signed before 9/28/2012 and 8 yrs from expiration for contracts signed after 9/ 28/2012. SB 224			<input type="checkbox"/>
19-38	Leases Equipment Real Estate	2 yrs after expiration 5 yrs after expiration			<input type="checkbox"/>
19-39	Rental Agreements. A contract between a landlord and a tenant whereby a landlord gives a tenant the right to occupy the premises	5 yrs after expiration			<input type="checkbox"/>
19-40	Employee Time Keeping Documents (Department Copy) Copies include but limited to time sheet s, overtime documents, related records and timecards Auditor's office maintains as permanent	1 yr after State Audit			<input type="checkbox"/>
19-41	Personnel File:(EmployeeFile):Documents of service throughout the duration of an individual's employment. Check with HR to combine more than 1 file and or remove duplicate copies before scanned. Human Resources maintains as permanent	Human Resources maintains permanent copy			<input type="checkbox"/>
19-42	Publications: Created by the local government: Brochures and promotional material created by county agencies to inform the public of services and function.	Until no longer of administrative value			<input type="checkbox"/>

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19-43	Request for Proposals (RFP): A document that is posted to solicitate bids from potential vendors for a desired service, supplies or solution	Awarded proposal maintained with project file. All other proposals until audited by the Auditor of State		Audited means: the years encompassed by the records have been audited by the Auditor of State and the audit report has been released pursuant to Sec. 117.26 O.R.C.	
19-44	Request for Patient Care Reports: Patients have a right to a copy of their medical record. An EMS medical record is called a Patient Care Report and is a medical record. Anytime someone requests a Patient Care Report (medical record) it must be documented with the requested information.	10 yrs then destroy			<input type="checkbox"/>
19-45	Public Records Request: Public requests to inspect and review public records (ORC 149.43)	1 yr then destroy			<input type="checkbox"/>
19-46	Union Contracts & Agreements: Original and all related documents to be held by individual departments. Copies maintained in Human Resources	Until the Union contract or agreement is superseded			<input type="checkbox"/>

Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital imaged records of permanent or greater than 10 years retention periods be maintained in either paper or microfilm formats in addition to digital formats.

All audits and audit discrepancies regarding the record titles listed below must be settled before the records may be disposed of.

The retention periods specified are either required by statute or have been determined by acceptable and best practice. Where a lawsuit or agency proceeding is pending, a legal hold on the records is required. Records that may have a bearing on the proceeding should be retained

until the legal hold has been removed.

ELECTRONIC MAIL (E-mail) is a format on which records are sent, received and/or drafted using an electronic mail system. E-mail is not a record series. Instead each individual e-mail should be evaluated according to its content and retained in accordance with the record series within this retention schedule or Delaware County General retention schedule.