



Ohio History Connection
State Archives of Ohio
Local Government Records Program
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OHIO HISTORY CONNECTION

OCT 20 2021

STATE AND LOCAL
GOVERNMENT RECORDS

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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

Section A: Local Government Unit

Delaware County

Emergency Medical Services (EMS)

(Local Government Entity)

(Unit)

(Signature of Responsible Official)

(Name)

(Title)

(Date)

Section B: Records Commission

See ORC 149.38 – ORC 149.412 for Records Commission Information

Delaware County

(740) 833-2140

(Telephone Number)

2079 US Rte. 23 North

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.

Records Commission Chair Signature

Date

Section C: Ohio History Connection - State Archives

State Archivist

10-25-2021

Signature

Title

Date

Section D: Auditor of State

Records Manager

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 instructions before completing this form.*

Delaware County
(Local government entity)

Emergency Medical Services (EMS)
(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
21-01	State Pharmacy License and Medical Licensing material.	6 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-02	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	Paper/ Electronic		<input type="checkbox"/>
21-03	Material Safety Data Sheets (MSDS sheets): Information about properties of chemicals including physical data, toxicity, first aid, storage and disposal processes.	Until superseded	Paper/ Electronic		<input type="checkbox"/>
21-04	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	Paper/ Electronic		<input type="checkbox"/>
21-05	Occupational Safety and Health Administration (OSHA): Needle-stick or exposure reporting documents.	7 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-06	EMS Job Descriptions (Office Copy): Documents the classification, needed experience, education, physical requirements and duties by position title. Human Resources maintains official copy.	Until superseded or until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-07	Incident Report (Accident Report): Office copy. Report of personal or property damage involving a county employee while on duty, a county vehicle or occurring on county property. Human Resources maintains original for 6 years providing no pending claim.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
21-08	Employee Schedules: Documents that pertain to the scheduling, station and daily assignments of EMS employees.	2 years then destroy	Paper/ Electronic		<input type="checkbox"/>

Section E: RECORDS RETENTION SCHEDULE (RC-2) Part 2*See instructions before completing this form.*Delaware County
(Local government entity)Emergency Medical Services (EMS)
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	Service and Equipment Records:				
21-09	Equipment Repair Records: Records of preventative maintenance, critical failure reports of EMS equipment and vehicles.	As long as in service + 2 years	Paper/ Electronic		<input type="checkbox"/>
21-10	Daily Equipment Check Sheets of ambulance and stations.	3 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-11	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/providing the secure retention, administration and storage of medications.	3 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-12	All Pharmaceutical/Narcotic Administration/Destruction/Transfer Records, of all medications administered in the course of patient care	3 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-13	Pressurized Oxygen Gas Transfill Logs	4 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-14	Fleet/Vehicle Maintenance: Maintenance, mileage and any related documents regarding vehicles	4 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-15	Daily Vehicle Check lists: Daily narcotic seal logs/tamper-evidence logs/stock forms	3 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-16	Damaged Medication Forms: Documentation of all medications that are found damaged in any way or rendered not fit to administer	3 years then destroy	Paper/ Electronic		<input type="checkbox"/>
	Patient Records				
21-17	Patient Medical Record and related documents: Patient Care Refusal forms, any documents related to a patient's care.	10 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-18	Pediatric Patient Care Reports: Patients ages 0-18. Medical records of pediatric patients.	20 years then destroy	Paper/ Electronic		<input type="checkbox"/>

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21-19	Student Observer/Accompanying Liability Waivers: Documents of a student clinical practicum	2 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-20	Variance Reports: Documentation of variations in medical protocol, patient care procedures and or standards of EMS practices.	7 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-21	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 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-22	Complaint Forms: Documentation of complaints filed against department and/or department employees.	3 years then destroy	Paper/ Electronic		<input type="checkbox"/>
21-23	Patient Insurance Forms: Documentation of patient billing information or information gathered in the course of treatment/transport.	Until no longer of administrative value	Paper/ Electronic		<input type="checkbox"/>
	Safety and Quality Improvement				
21-24	Safety Records including Safety Committee agendas and minutes, site visits and other related documents.	4 years and no longer of administrative value then destroy	Paper/ Electronic		<input type="checkbox"/>
21-25	Quality Improvement/Quality Management: (QI/QM) Documents and subsequent documentation of follow-up, education and any related documents.	3 years after resolution by CQI Committee then destroy	Paper/ Electronic		<input type="checkbox"/>
21-26	Quality Improvement/ Quality Management (QI/ QM): Audio and video (A/V) captured during live patient care, generated strictly to help recognize areas for growth and at-risk behaviors (QI). When an A/V recording is done for simulation, there is no actual live patient and thus these recordings do not need to be kept secure per standards of the Health Insurance Portability and Accountability Act (HIPAA). Considered educational files directly related to and generated solely for use in the Continuous Quality Improvement (CQI) program. A/V is not a public	90 days	Audio and video		<input type="checkbox"/>

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(Local government entity)Emergency Medical Services (EMS)
(Unit)

	record and is protected from discovery as per Ohio Revised Code (ORC) 4765.12. A/V is not a part of a patient file.				
21-27	Customer Survey Results: Documentation of feedback forms received from previous customers served by Delaware County Emergency Medical Services.	1 year then destroy	Paper/ Electronic		<input type="checkbox"/>
	Training				
21-28	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 years then destroy	Paper/ Electronic Paper/ Microfilm if employment longer than 10 years		<input type="checkbox"/>
21-29	State of Ohio EMS Provider Certifications: Documentation of EMT, Advanced EMT and Paramedic credentials	Employment + 6 years then destroy	Paper/ Electronic Paper/ Microfilm if employment longer than 10 years		<input type="checkbox"/>
21-30	EMS Continuing Education: Paramedic Refresher Course certificates, certifications from any training, professional licenses, and related documentation noting the advancement in education related to job position/profession.	Employment + 6 years then destroy	Paper/ Electronic Paper/ Microfilm if employment longer than 10 years		<input type="checkbox"/>
21-31	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	Paper/ Electronic		<input type="checkbox"/>

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21-32	Specialized Education Certifications: Documentation of any EMS specialty course certifications.	Employment + 6 years then destroy	Paper/ Electronic Paper/ Microfilm if employment longer than 10 years		<input type="checkbox"/>
21-33	Field Training Program: Documentation of new hire employees orientation and field training program.	Employment + 6 years then destroy	Paper/ Electronic Paper/ Microfilm if employment longer than 10 years		<input type="checkbox"/>
21-34	Travel Expense Reports: A report that states the expenses that are incurred while traveling for work specifically for business purposes such as a conference, training or a meeting. May include receipt's and any of the required documentation.	Until audited by the Auditor of State	Paper/ Electronic		<input type="checkbox"/>
	Operations Reports				
21-35	Officers Daily Reports: Documents pertaining to daily department operations.	10 year then destroy	Paper/ Electronic		<input type="checkbox"/>
21-36	Officers Monthly Reports: Documents pertaining to the monthly department operations.	10 year then destroy	Paper/ Electronic		<input type="checkbox"/>
21-37	Officers Year End Reports: Documents pertaining to the summary of yearly department operations.	10 year then destroy	Paper/ Electronic		<input type="checkbox"/>
	Administrative Documents				
21-38	Contracts: Legal agreements that procure goods and/or services. Records documenting publicizing, hearing and awarding quoted bid(s) from vendors (ORC 2305.06).	Follow Delaware County General Retention Schedule	Paper/ Electronic		<input type="checkbox"/>
21-39	Leases: Equipment	2 years after expiration	Paper/ Electronic		<input type="checkbox"/>

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	Real Estate	5 years after expiration			
21-40	Rental Agreements: An agreement between a landlord and a tenant whereby a landlord gives a tenant the right to occupy on the premises	5 years after expiration	Paper/ Electronic		<input type="checkbox"/>
21-41	Employee Time Keeping Documents (Department Copy): Includes but not limited to timesheets, timecards, overtime documents, and any other related documents. Auditor's office maintains as a permanent record.	1 year after State of Ohio audit	Paper/ Electronic		<input type="checkbox"/>
21-42	Personnel File (Employee File): Office copy of documentation of service throughout the duration of an individual's employment. Check with HR to combine information and remove duplicate copies before scanned. Human Resources maintains as permanent.	Combine office copy (file) with HR file. Human Resources maintains as permanent	Office Copy: Paper/ Electronic		<input type="checkbox"/>
21-43	Publications: Created by local government. Brochures and promotional material created by county agencies/departments to inform the public of services and functions.	Until no longer of administrative value. No RC3 required	Paper/ Electronic		<input type="checkbox"/>
21-44	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	Paper/ Electronic		<input type="checkbox"/>
21-45	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 years from the date of request, then destroy	Paper/ Electronic		<input type="checkbox"/>

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21-46	Public Records Request: Public requests to inspect and review public records (ORC 149.43)	1 year from date of request then destroy	Paper/ Electronic		<input type="checkbox"/>
21-47	Union Contracts and 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	Paper/ Electronic		<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 and the Ohio Electronic Records Committee recommend that digital imaged records of permanent or greater than 10 year 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.

Records not listed on this EMS retention schedule are to retained in accordance with the Delaware County General Schedule.

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 mailing 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 adopted within this or the Delaware County General Schedule.