

# LEON COUNTY E.M.S.

## Standard Operating Guideline

Title:           Records Maintenance  
 CAAS:           103.04.01  
 Effective:       January 2004  
 Reviewed:       January 2010, December 2012  
 Revision:       3  
 Pages:           1

### I. PURPOSE:

The purpose of this Standard Operating Guideline is to describe the storage, retention, and destruction of essential documents.

### II. GUIDELINES:

All PHI shall be retained under HIPAA standards. All financial records shall be kept in accordance with Generally Accepted Accounting Practices.

### III. PROCEDURE:

- A. Agency records shall be retained for the length of time prescribed by the Florida Department of State General Schedule for Records Management.
- B. Agency records shall be disposed of at the time of and using the method prescribed by the Florida Department of State General Schedule for Records Management.

<b>Record</b>	<b>Location Stored</b>
Dispatch Records	Leon County Sheriff's Office
Patient Care Reports	e-PCR system (Sansio)
Financial Records	Clerk of Circuit Court, Finance Division
Vehicle and Equipment Maintenance	Fleet Division & EMS Central Files
Quality Improvement	e-PCR system & IQM Files
Unusual Incidents	EMS Central Files
Safety Records	Risk Management & EMS Central Files
Vehicle Crash Records	Risk Management & EMS Central Files
Compliance Program Doc.	EMS Central Files
Employee Health	Human Resources Division
Customer Comments	EMS Central Files
Training	Training Files
Certification and Credentialing	EMS Central Files & Human Resources
Old Schedules	TeleStaff Schedule System
Controlled Substance Sign-out Log	EMS Central Files/Computer System