



EMERGENCY MEDICAL SERVICES

RECORDS RETENTION AND DESTRUCTION SCHEDULE

State of South Dakota

Bureau of Administration

Records Management Program

(605) 773-3589



DEPARTMENT OF
EXECUTIVE MANAGEMENT

**BUREAU OF
ADMINISTRATION**

PMB 01234

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MEMORANDUM

TO: State Agencies

FROM: Dana Hoffer
State Records Manager

SUBJECT: **Records Retention and Destruction Schedule Manual**

DATE: May 8, 2015

In 1967, the South Dakota Legislature established the Records Management Program and the Records Destruction Board. In the same act, the Legislature required every State agency to develop a records retention and destruction schedule and declared that “No record shall be destroyed or otherwise disposed of by any agency of the State unless it is determined by majority vote of such board (Records Destruction Board) that the record has no further administrative, legal, fiscal, research or historical value.”

According to Administrative Rule 24:52:11:01, any State government agency planning to destroy agency records shall notify the State Archivist 30 days before the date of the proposed destruction. The request shall include the name or title of the records, inclusive dates, information content of the records, and quantity. This rule applies to all records, including those granted exclusive or continuous disposal authorization by the Records Destruction Board, with the following exceptions: vouchers, original and copies, and supporting documents; warrants, original and copies, multiple copies of State publications stored in bulk; obsolete blank forms; photocopies of computer printouts; and original copies of records that have been legally reproduced under the provisions of SDCL 1-27-4.

The State Archivist has 30 days to certify that the records have no permanent value and may be destroyed, or to make arrangements to transfer the records to the archives. If the Archivist fails to make a recommendation within this time, the records may be destroyed, provided that the agency has received authorization from the Records Destruction Board.

Finally, if you have any questions about implementing this manual or about your records in general, please contact Records Management at 773-3589. We will welcome an opportunity to discuss the proper implementation of sound records management practices.

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- THIS MANUAL WAS CREATED AS A RESULT OF EXECUTIVE REORGANIZATION ORDER NO. 2015-01, EMERGENCY MEDICAL SERVICES UNDER THE DEPARTMENT OF PUBLIC SAFETY WAS TRANSFERRED TO THE DEPARTMENT OF HEALTH EFFECTIVE APRIL 17, 2015. 1
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STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health
DIVISION: Health Systems Develop & Reg
OFFICE: Emergency Medical Services
PROGRAM: _____
RECORDS OFFICER: Kari Williams
RM CUSTOMER #: 0651

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

- **This manual was created as a result of Executive Reorganization Order No. 2015-01, Emergency Medical Services under the Department of Public Safety was transferred to the Department of Health effective April 17, 2015.**

EMS-1. AMBULANCE SERVICE/EMT FILES & DATABASE:

07-038

This paper and database series contains ambulance service accreditation and EMT certification information. Information may include: license applications, inspections, copies of equipment service records, grant information, applicant information, in-service training courses completed, test scores, mandatory hours, record of continuing education hours, CPR verification, etc. This record series is used to document that each ambulance service and EMT in South Dakota has been properly accredited.

RETENTION: Retain 3 years in office after terminated or failure to recertify, then destroy.

(Note: Previous record series number was EMS-2)

STATE OF SOUTH DAKOTA
RECORDS RETENTION &
DESTRUCTION SCHEDULE
AUTHORIZATION FORM
(Std Form RM-1 Rev 1/03)

DEPARTMENT: Health
DIVISION: Health Systems Develop & Reg
OFFICE: Emergency Medical Services
PROGRAM: _____
RECORDS OFFICER: Kari Williams
RM CUSTOMER #: 0651

RECORD		R.D.B.
<u>SERIES NO.</u>	<u>TITLE---DESCRIPTION---RETENTION AND DESTRUCTION SCHEDULE</u>	<u>AUTHORITY</u>
		<u>NUMBER</u>

EMS-2. EMERGENCY MEDICAL TECHNICIAN COURSE FOLDERS:

07-038

This paper and computer database series is arranged numerically by course number. It contains test scores for the course which includes the practical exam and the written exam; these must be kept until the technician passes both areas. Information may include: instructor name, location of class, in-service training, class topics, instructors financial information (income, expenses, etc.), registration forms for technicians, and class evaluations. The information is used to document classes held by each instructor and the technicians who are certified in each class.

RETENTION: Retain current in office. Destroy superseded or obsolete.

(Note: Previous record series number was EMS-4)