

EMERGENCY SERVICES

12-515.2. Dispatch Cards for 911 Emergency Calls

A. Description: Forms documenting emergency calls dispatched to the Fire Department, the Sheriff's Department, the Police Department or to Emergency Medical Services. Information includes dispatch number, location, incident type, caller name, call back number, unit and dispatch information or unit and response information.

B. Retention: 3 years, then destroy.

12-515.3. 911 Phone Logs

A. Description: Record of incoming calls to 911. Information includes name, address, phone number, time and date of call.

B. Retention: 3 years, then destroy.

12-515.4. Radio Logs

A. Description: Log of the calls received, calls dispatched, and other radio traffic. Information includes date; time; verbal communications; complainant's name, address and phone number; and responding officer's unit number.

B. Retention: 3 years, then destroy.

12-515.5. EMS Accounts Receivable

A. Description: Record of billing to health insurance companies and uninsured patients for emergency medical service. Information includes date, account number, charges, amount paid, balances, type of service, description of illness, ordered by, total miles driven, insurance company information, medicare information, medicaid information, transported from, transported to, paramedic, EMT, driver, and service/supplies.

B. Retention: 3 years, then destroy.



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

EMERGENCY MEDICAL SERVICES - *Run Reports*

09174 DHEC-PATIENT CARE FORM

Description

Records consist of DHEC forms completed by the attending paramedic listing the drug usage and other relevant data on the emergency call. Also includes payment authorization/billing forms. Records may be used by attorneys in litigation. Information includes patient identification, address, sex, race, date of birth, hospital transported to, disposition, safety equipment, patient status, incident location, preliminary impression, treatment procedure, drug used, site of trauma, advanced procedures, vital signs, comments, chief complaint, observation at scene, time record, DHEC permit number, auto plate number, attendants signature and billing information.

Retention

10 years, then destroy.

¹ schedule Approved ~~MAR 20 1995~~



APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I—Office or Department

BERKELEY COUNTY
Local Government Subdivision
Emergency Medical Services (EMS)
Office or Department
8
Record Group Number

I certify that I am authorized to act for this office or department in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this office or department after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: 13755

5/2/03 Date
Sherry J. Villington Lewis Signature of Approving Authority
Records Mgr. Title

PART II—Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

5-6-03 Date
[Signature] Signature of Approving Authority
County Supervisor Title

PART III—Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

5/21/03 Date
[Signature] Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR



BERKELEY COUNTY

RECORD GROUP NUMBER: 8

EMERGENCY MEDICAL SERVICES

13755 SETOFF DEBT LETTER/AUTHORIZATION

Description:

Copies of certified letters sent to individuals who have not paid for emergency transportation notifying them that their debt will be turned over to the S. C. Department of Revenue & Taxation for collection (Setoff Debt Collection Act). Information includes account number, social security number, certified mail cards and receipts, and a copy of the letter sent. Also included is a copy of the statement for services provided by EMS, which includes account number, statement date, date of services, cost of services and type of services.

Retention:

3 years, then destroy.

Schedule Approved 5/21/03



South Carolina Department of Archives & History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, Code of Laws of South Carolina, 1976, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I — Office or Department

BERKELEY COUNTY

Local Government Subdivision

EMERGENCY MEDICAL SERVICES

Office or Department

0008

Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: **14144**

10-3-05
Date

[Signature]
Signature of Approving Authority

Records Manager
Title

PART II — Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

9/30/05
Date

[Signature]
Signature of Approving Authority

County Supervisor
Title

PART III — Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

10/5/05
Date

[Signature]
Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR



BEREKLEY COUNTY

RECORD GROUP NUMBER: 0008

EMERGENCY MEDICAL SERVICES

14144 YEAR END FISCAL REPORT

Description:

Records are created by the billing company and sent to EMS for auditing purposes. Information includes monthly totals of receipts with copies of checks; billing summary for each month; charges, adjustments and payments (including Medicare and Medicaid); transaction journal by billing date; Transaction Journal (Transaction Detail) by patient name, billing number, date provider, POS, diagnosis, code and amount.

Retention:

3 years, then destroy

SCHEDULE APPROVED 10/5/05



South Carolina Department of Archives & History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, *Code of Laws of South Carolina, 1976*, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I — Office or Department

BERKELEY COUNTY
Local Government Subdivision

EMS
Office or Department

0008
Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: **15070**

10-30-08 Date Sherry J. Villeponteaux Signature of Approving Authority Records Mgr. Title

PART II — Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

10/29/08 Date [Signature] Signature of Approving Authority County Supervisor Title

PART III — Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

11/06/08 Date [Signature]
Director, Department of Archives and History
STATE ARCHIVIST AND
RECORDS ADMINISTRATOR



BERKELEY COUNTY

RECORD GROUP NUMBER: 0008

EMS

15070 SUPERVISOR LOG

Description:

This series is created to track supervisors and employees while on duty. Information includes date, supervisor name, employee name, time in, time out, and description of activity while on duty.

Retention:

2 years, then destroy.

Schedule APPROVED 11/06/08



South Carolina Department of Archives & History
Division of Archives and Records Management

APPROVAL OF RECORDS RETENTION SCHEDULE

In accordance with provisions of Title 30, Code of Laws of South Carolina, 1976, Sections 30-1-10 through 30-1-140, as amended, the attached Records Retention Schedule is submitted for approval. This schedule supersedes any previously approved schedule for these same records series.

PART I — Office or Department

BERKELEY COUNTY

Local Government Subdivision

EMERGENCY MEDICAL SERVICES

Office or Department

0008

Record Group Number

I certify that I am authorized to act for this agency in the disposition of its public records and hereby approve the attached Records Retention Schedule. The schedule meets all legal and audit requirements and the records have no further administrative, fiscal, or legal value to this agency after the expiration of the prescribed retention periods.

Records series included in this approval are numbered: **15383**

10-31-09 Sherry J. Villapontava Records Mgr.
Date Signature of Approving Authority Title

PART II — Governing Body

I am authorized to act for the governing body of this local government subdivision and certify that the governing body has approved the Records Retention Schedule as described in Part I, above.

10/14/09 [Signature] County Supervisor
Date Signature of Approving Authority Title

PART III — Department of Archives and History

The records listed in the attached Records Retention Schedule have been evaluated by this department for their management, research, and permanent value and are approved for retention or disposal as described in the schedule.

11/6/09 [Signature]
Date Director, Department of Archives and History



BERKELEY COUNTY

RECORD GROUP NUMBER: 0008

EMERGENCY MEDICAL SERVICES

15383 TRAINING RECORDS

Description:

Records documenting the mandatory training taken by Emergency Medical Technicians for certification and/or re-certification every two years. Information includes training in Basic Life Support (BLS), Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Neo-Natal Advanced Life Support (NALS), EKG and In-Service Training.

Retention:

3 years, then destroy.

SCHEDULE APPROVED 11/06/2009