



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Section for Health Standards & Licensure

Division: Regulation & Licensure

Sub-Section: Bureau of Emergency Medical Services

TITLE: Emergency Medical Technician Investigations

CUTOFF: Close of investigation

DESCRIPTION: Records include, but are not limited to original complaints, legal documents, informal letters, revocation letters, denial letters, investigation documents, statements, medical records, Administrative Hearing Commission motions, department hearing determinations, department hearing transcripts, hearing notices and hearing notice determinations. Documents are used to ensure compliance with RSMo 190.142 and 190.143. This information is used by Administrative Hearing Commission during the investigation of Emergency Medical Technicians.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23827

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Emergency Medical Technicians (EMT) Licensure Files

CUTOFF: End of calendar year in which license expires.

DESCRIPTION: Records include completed applications for licensure, renewals, any temporary licenses and licenses for all levels of EMT professionals, confirmed criminal history, CPR card, national registry card, denial letters, investigations, statements, legal documents, medical records, transcripts and informal letters, revocation letters, Administrative Hearing Commission motions, department hearing determinations, department hearing transcripts, hearing notices and hearing notice determinations. Documents are used to ensure compliance with RSMo 190.142 and 190.143.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: Licenses are valid for five years.

DISPOSITION ACTION: Destroy

SERIES: 23375

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013



Agency Records Disposition Schedule

Department: Department of Health & Senior Services

Section: Section for Health Standards & Licensure

Division: Regulation & Licensure

Sub-Section: Bureau of Emergency Medical Services

TITLE: Emergency Service Licensure Files

CUTOFF: End of calendar year in which license expires.

DESCRIPTION: Records contain application for licensure, inspection, checklist, service area description, renewal notice, change in program directors or medical directors and a license for Emergency Air Service, Emergency Medical Response Agencies (EMRA), Ground Service, plan of correction, fail letter, certificate, medical director credentials, letter of accreditation or site code notification letter. Documents are used to ensure compliance with RSMo 190.131.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES: License current for five years

DISPOSITION ACTION: Destroy

SERIES: 23376

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013

TITLE: Training Entity Certifications

CUTOFF: Date of certification

DESCRIPTION: Records include, but are not limited to applications, checklists, fail letters, approval letters, review team reports, plans of correction, changes in medical director and any change in management. This information is submitted by training entities annually for certification.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23826

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013