

State of Nevada Approved Records Retention and Disposition Schedule

Health Division: Emergency Medical Services Licensing

Schedule ID # 550813

Version Date: 2/12/2020

This version supersedes all previous versions.

2004041 Emergency Medical Services (EMS) Certification Files

Description: These records document the application or renewal for permit, licensure, and/or certification for all categories of emergency medical technicians, firemen, ambulance attendants, and first responders pursuant to NRS Chapter 450B and NAC Chapter 450B. The files may contain but are not limited to: applications, renewal forms, Training Completion Reports (original and renewals), certifications and/or licenses, fingerprint cards (ambulance attendant), current CPR training cards (ambulance attendant), DMV license checks (ambulance attendant), associated documentation, and related correspondence.

Retention: Retain the three most current renewal cycles for three (3) calendar years after expiration, revocation, or suspension of the certification, permit, or license. See NRS 11.190(3)(d) and NAC Chapter 450B.375

Disposition: Destroy Securely

2004042 Emergency Medical Services (EMS) Complaint Files (Non-Disciplinary)

Description: These records document the complaints received by the Bureau concerning permit holders, license holders, and/or service providers. The records may include but are not limited to: complaints and associated records, investigative documents (including health care records and reports by investigators), resolution letters, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the resolution letter was dated.

Disposition: Destroy Securely

2004043 Emergency Medical Services (EMS) Course Files

Description: These records document the approval of Emergency Medical Services training courses by this Bureau as required by NRS 450B and NAC 450B. The records may include but are not limited to: requests for approval of EMS courses, course outlines, approval/denial letters, assigned course numbers, application for Provisional Ambulance Attendant Licenses, issued licenses, attendance summaries, skills summaries, course evaluations, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the training program ended.

Disposition: Destroy

2004045 Emergency Medical Services (EMS) Do-Not-Resuscitate Files: Approved

Description: These records document the authorization for withholding life-sustaining treatment by the Bureau (NRS Chapter 450B and NAC Chapter 450B). The records may include but are not limited to: Do-Not-Resuscitate, applications identification as issued, "Power of Attorney", associated documentation, and related correspondence.

Retention: Retain for twenty (20) calendar years from the end of the calendar year in which the application was approved.

Disposition: Destroy Securely

2011045 Emergency Medical Services (EMS) Do-Not-Resuscitate Files: Denied

Description: These records document the authorization for withholding life-sustaining treatment by the Bureau that were denied (NRS Chapter 450B and NAC Chapter 450B). The records may include but are not limited to: Do-Not-Resuscitate applications, determinations and hearing/appeal determinations, associated documentation, and related correspondence.

Retention: Retain for three (3) calendar years from the end of the calendar year in which the determination letter was dated.

Disposition: Destroy Securely

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2012007 Emergency Medical Services (EMS) Do-Not-Resuscitate Files: Withdrawn or Incomplete

Description: These records document the authorization for withholding life-sustaining treatment by the Bureau that were withdrawn or incomplete (NRS Chapter 450B and NAC Chapter 450B). The records may include but are not limited to: Do-Not-Resuscitate applications, notification letters, associated documentation, and related correspondence.

Retention: Retain for one (1) calendar year from the end of the calendar year in which the request was withdrawn or determined incomplete.

Disposition: Destroy Securely

2004046 Emergency Medical Services (EMS) Permit Files

Description: These records document the application for permit for ambulance service and fire-fighting agencies (NRS Chapter 450B and NAC Chapter 450B). The records may include but are not limited to: service agreements, physician or director agreements, hospital agreements, licenses and permits of agency personnel, lists of agency personnel mechanical condition documents, lists of vehicles in service, vehicle inspection reports, lists of out-of-service vehicles, associated documentation, and related correspondence.

Retention: Retain the three (3) most recent renewal cycles for three (3) calendar years from the end of the calendar year in which the permit expired, was suspended, or revoked.

Disposition: Destroy Securely

2004050 Emergency Medical Services (EMS) Registry

Description: These records document the Central Registry of Certification as required by NRS 450B.180 (7). The records may include but are not limited to: identifying information, certification/permit/license held with identifying number, employer information, associated documentation, and related correspondence.

Retention: Retain the three most recent renewals for three (3) years from the end of the last renewal period.

Disposition: Destroy Securely
