

 **UTAH DEPARTMENT OF HEALTH**

EATING THE ELEPHANT

A systematic approach to address obsolete series & schedules

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BACKGROUND 

- The Bureau of Emergency Medical Services and Preparedness (BEMSP) is part of the Division of Family Health and Preparedness.
- Prior to my designation as Records Officer in 2014 no effort had been made to update our series or schedules in almost 30 years.
- I started with 51 record series and multiple outdated retention schedules.

BACKGROUND 

- For example:
 - Series 81533 and 83079 both described pre-hospital patient care reports; however:

Series	Office Retention	Records Center Retention
81533	10 years	15 years
83079	2 years	8 years

BACKGROUND 

☛ Another example:

- Series 14111 addressed records associated with EMS agencies
 - Had an office retention of “until ambulance company is no longer in business, then **destroy**” with a primary classification of **public**.
 - Unmanageable retention process
 - Hours spent digging through boxes to find requested records
 - “Out of business” companies’ records are still relevant

BACKGROUND 

☛ Final examples:

- Series for each set of public meeting minutes
- Some series referred to discontinued committees
- Some records did not have a defined series

BACKGROUND 

☛ Bottom line - I had a mess!!



WHERE DO I BEGIN????



- Printed out our entire series set
- Created an Excel spreadsheet
 - Program
 - Series Number
 - Series Title
 - Classification
 - Comments
- Organized the series by program
- Distributed partial sets to each manager

WHERE DO I BEGIN????



- Set up appointments with each manager to review their series
- Agenda
 - Administrative needs
 - What makes sense
 - Grant constraints
 - Records storage and security

NOW THE FUN REALLY STARTS!



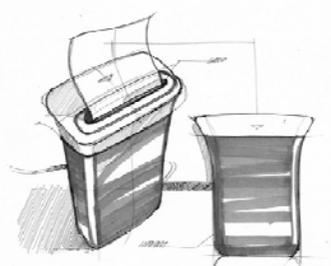
- Edited series
 - Manager Feedback
 - Existing retention schedules
 - New retention schedules
 - Legislation
 - Current technology
- Retired obsolete/redundant series
- Created new series as needed

KEYS TO THE GAME



- LOTS of communication with State Archives
 - Verbiage
 - Series consolidation
 - New retention schedules
- Kept spreadsheet updated
- Kept managers updated

PURGE, PURGE, PURGE!



ONE STICKY WICKET



- We needed to address retention of research data.
 - BEMSP view was data available for research should be retained permanently
 - Emergency Department
 - Trauma Registry
 - Patient Care Reports
 - Statute dictates medical records should only be retained 7 years, unless patient is a minor

ONE STICKY WICKET



- o The Journey
 - Researched other states and national entities
 - E-mail chain from 08/28/2014 to 01/29/2015
 - One meeting, one hour, one solution
 - Archivist
 - DOH Data Security
 - Deputy Attorney General
 - Records Officer
 - New series for Medical Registries created
 - Office retention of 100 years, then transfer to State Archives for permanent retention
 - Appraisal of Administrative Historical
 - Classifications of Private, Protected & Controlled

FINISHING TOUCHES



- ✦ Reduced series from 51 to 16
- ✦ Distributed new series sets to managers
- ✦ Created 3 master binders
 - o Deputy Bureau Director
 - o Program Manager
 - o Records Officer
- ✦ Created a Records Storage room to secure excess records

WRAPPING IT UP



- ✦ Questions
- ✦ Comments
- ✦ Concerns