

MICHAEL N. FEUER
CITY ATTORNEY

REPORT NO. R 17 - 0 1 5 6

REPORT RE:

MAY 15 2017

**PROPOSED NEW RECORDS DISPOSITION SCHEDULES FOR THE
LOS ANGELES FIRE DEPARTMENT,
ACCOUNTING DIVISION (Schedule FIR/320) AND
EMERGENCY MEDICAL SERVICES (Schedule FIR/321)**

The Honorable City Council
of the City of Los Angeles
Room 395, City Hall
200 North Spring Street
Los Angeles, California 90012

Honorable Members:

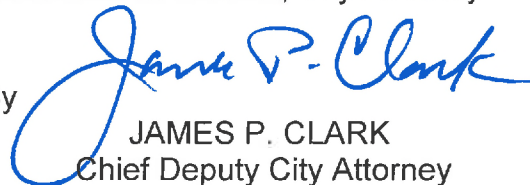
Transmitted herewith is the proposed new records disposition for the Los Angeles Fire Department, Accounting Division Schedule FIR/320 and Emergency Medical Services Schedule FIR/321. This Office approves the proposed new records disposition schedule and finds that this request has been processed in accordance with the requirements of Los Angeles Administrative Code Section 12.3.

Should you have any questions, please contact Senior Assistant City Attorney Carlos De La Guerra of our Office at (213) 978-8380.

Very truly yours,

MICHAEL N. FEUER, City Attorney

By


JAMES P. CLARK
Chief Deputy City Attorney


JPC:cl
Transmittal

CITY OF LOS ANGELES
INTER-DEPARTMENTAL CORRESPONDENCE

DATE: February 24, 2017

TO: Honorable Mike Feuer, City Attorney
Room 800, City Hall East

Attn: Leela Kapur, Executive Assistant City Attorney

FROM: Holly L. Wolcott, City Clerk 

SUBJECT: **PROPOSED UPDATES TO DEPARTMENTAL
RECORDS DISPOSITION SCHEDULES
LOS ANGELES FIRE DEPARTMENT
ACCOUNTING DIVISION (Schedule FIR/320)
EMERGENCY MEDICAL SERVICES (Schedule FIR/321)**

Attached are proposed updates to the records disposition schedules of the Accounting and Emergency Medical Services Division of the Los Angeles Fire Department. These revisions will require the continued retention of hard copy EMS Reports, which can contain records pertaining to minors, for 19 years while permitting the disposition of records of adult patients after seven years. These items have been prepared in accordance with Section 12.3 of the Los Angeles Administrative Code and with Executive Directive No. 50, and are signed by an authorized designee of the Fire Department and by the City's Records Management Officer for the City Clerk.

Please review these items and return with your comments and recommendations to the City Clerk's Office for further processing to the City Council. If you have any questions, please contact Todd Gaydowski of my Records Management Division at (213) 473-8449.

HLW:SH:TG
attachments

| | | | | |
|--|---------------|------------------------|--|----------------|
| CITY CLERK - City of Los Angeles | Sch. No. | Department/Bureau | Certified per Sec. 12.3(c) of L.A. Admin. Code: | Page 1 |
| Form Gen. 60 (Rev. 02/16) | FIR/320 | Fire | By: (Dept. Head) <i>Ralph M. Torres</i> | Date 2/3/17 |
| RECORDS DISPOSITION SCHEDULE (Original Official Records) | Rev. No. 2 | Division Accounting | By: (City Clerk, Rec. Mgt. Off.) <i>Michelle Goydos</i> | Date 2/9/17 |

| SCHED. ITEM NO. | RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...) | FORM NO. | RETENTION (YEARS) | | | MEDIA CODE * | V I T A L | H I S T O R Y | C O N F I D E N T I A L | L E G A L |
|-----------------|--|----------|-------------------|--------|---------|--------------|-----------------------|---------------------------------|--|-----------------------|
| | | | OFFICE | CENTER | DESTROY | | | | | |
| O037 | Change From: | | | | | | | | | |
| | EMERGENCY MEDICAL SERVICES REPORT A-RECORDS OF NON-MINORS B-RECORDS OF MINORS | (F-902M) | TO+1 | 18 | TO+19 | | | | | |
| | Change To: | | | | | | | | | |
| | EMERGENCY MEDICAL SERVICES REPORT A-RECORDS OF NON-MINORS B-RECORDS OF MINORS | (F-902M) | TO+1 | 18 | TO+19 | DO | | | X | |
| O078 | Add New Record Series: | | | | | | | | | |
| | EMERGENCY MEDICAL SERVICES REPORT A-RECORDS OF NON-MINORS B-RECORDS OF MINORS (Department will ensure that EMS records of minors are retained for 7 years and until the recipient is 19 years of age) | (F-902M) | TO+7 | 0 | TO+7 | EL | | | X | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination
TO = THE DATE OF THE RECORD, i.e. the "TO DATE"

Media Code *: DO=Document AT=Audio Tape BK=Book BP=Blueprint CD=Computer Disk CP=Computer Print Out EL=Electronic File FM=Film MC=Microfiche MD=Mag Disk MF=Microfilm
 MT=Mag Tape NG=Negative OD=Oversized Document OP=Optical Disk PC=Punch Card PH=Photo VT=Video Tape

* **MEDIA CODES** represent the format in which the record is most commonly maintained. THE RETENTION REQUIREMENTS APPLY REGARDLESS OF THE MEDIA.

| | | | | |
|--|---------------|--|--|----------------|
| CITY CLERK - City of Los Angeles | Sch. No. | Department/Bureau | Certified per Sec. 12.3(c) of L.A. Admin. Code: | Page 1 |
| Form Gen. 60 (Rev. 02/16) | FIR/321 | Fire | By: (Dept. Head) <i>Rafael Torres</i> | Date 2/3/17 |
| RECORDS DISPOSITION SCHEDULE (Original Official Records) | Rev. No. 2 | Division Emergency Medical Services | By: (City Clerk, Rec. Mgt. Off.) <i>Yodell Gucydowski</i> | Date 2/9/17 |

| SCHED. ITEM NO. | RECORD SERIES TITLE (DESCRIPTION & NOTES) SUB-ITEMS (A, B, C...) | FORM NO. | RETENTION (YEARS) | | | MEDIA CODE * | V I T A L | H I S T O R Y | C O N F | L E G A L |
|-----------------|--|----------|-------------------|--------|---------|--------------|-----------------------|---------------------------------|------------------|-----------------------|
| | | | OFFICE | CENTER | DESTROY | | | | | |
| O037 | Change From: | | | | | | | | | |
| | EMERGENCY MEDICAL SERVICES REPORT A-RECORDS OF NON-MINORS B-RECORDS OF MINORS | (F-902M) | TO+1 | 18 | TO+19 | | | | | |
| | Change To: | | | | | | | | | |
| | EMERGENCY MEDICAL SERVICES REPORT A-RECORDS OF NON-MINORS B-RECORDS OF MINORS | (F-902M) | TO+1 | 18 | TO+19 | DO | | | X | |
| O038 | Add New Record Series: | | | | | | | | | |
| | EMERGENCY MEDICAL SERVICES REPORT A-RECORDS OF NON-MINORS B-RECORDS OF MINORS (Department will ensure that EMS records of minors are retained for 7 years and until the patient is 19 years of age) | (F-902M) | TO+7 | 0 | TO+7 | EL | | | X | |
| | | | | | | | | | | |
| | | | | | | | | | | |

Retention Code: AU=Audit AR=Annual Review CA=Canceled CL=Closed CO=Completion EX=Expiration PE=Permanent SU=Superseded TE=Termination
TO = THE DATE OF THE RECORD, i.e. the "TO DATE"

Media Code *: DO=Document AT=Audio Tape BK=Book BP=Blueprint CD=Computer Disk CP=Computer Print Out EL=Electronic File FM=Film MC=Microfiche MD=Mag Disk MF=Microfilm
MT=Mag Tape NG=Negative OD=Oversized Document OP=Optical Disk PC=Punch Card PH=Photo VT=Video Tape

* **MEDIA CODES** represent the format in which the record is most commonly maintained. THE RETENTION REQUIREMENTS APPLY REGARDLESS OF THE MEDIA.