

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Documents & Documentation- Record Maintenance, Retention, & Destruction</i>	SOG #102-002
	Approved: Chief Christopher J. Reynolds	Initiated: April 2019 Revised: N/A

Purpose: LPEMS retains and destroys personnel records and business management documents in accordance with LPEMS procedures on business records retention, as well as federal and state laws governing record retention.

Below is an outline of the operating guidelines for record retention and destruction of documents when such retention periods have passed. If LPEMS' S retention guidelines are not of sufficient duration for any local, state, or federal requirement, this procedure will be superseded by the governing bodies requirements.

The HR Department maintains member record information and government compliance records; both are subject to the following retention requirements and destruction procedures.

Description: The following member information records are maintained in segregated personnel files:

- 1) Pre-employment testing results and background check information.
- 2) I-9 forms.
- 3) Benefits plan and member medical records.
- 4) Health and safety records.
- 5) General member personnel records.

Government compliance records are maintained in reverse chronological sequence and filed separately from the above member information records.

Procedure: All paper personnel records and confidential member data maintained by the HR Department will be destroyed by shredding after retention dates have passed; this procedure pertains to all personnel records, not just those governed by the Fair and Accurate Credit Transactions Act (FACTA).

Employment application materials submitted by applicants who were never employed are also to be shredded.

When a confidential record must be discarded or destroyed, it shall be marked as confidential and secured in a locked location until it is to be destroyed in accordance with the record destruction guidelines. Alternatively, hardcopy confidential records may be shredded using a locked shredder in the LPEMS Executive Directors office.

Completion of remote PCR's: members are forbidden from printing out or creating hard copies of confidential records (ePCR's).

If hard copies of ePCR's or member confidential documents must be printed, created, or kept, they shall be stored in a locked cabinet, drawer or other secure location until they are no longer needed, or until the maximum retention period has ended.

Personnel records include electronic as well as paper records.

Litigation Hold

When LPEMS is involved in or anticipates that it may be involved in litigation, the Executive Director will issue a litigation hold. This means that all documents relating to the litigation matter must be kept preserving any potential evidence. If we fail to do so, LPEMS can be sanctioned by the court for destroying evidence. A court has broad authority to impose these sanctions, which may include anything from unfavorable procedural rulings during a trial to payment of monetary damages.

If the LPEMS Executive Director in conjunction with LPEMS' S General Counsel announce a litigation hold on any or all LPEMS records because of pending or anticipated litigation, all records covered by such litigation hold **MUST NOT** be discarded, deleted, or destroyed.

Further, the IT Committee Chairperson will suspend the automatic deletion of company emails for all individuals covered by the litigation hold.

Record Types and Retention Periods

Health & Benefits Records

Health & Benefits Beneficiary Forms	Termination + 3 Years
Medical, Dental/Vision Plan Elections	Termination + 3 Years
Drug Test Results	Termination + 3 Years
FMLA Leave Records	Termination + 3 Years
Toxic & Bloodborne Pathogens Records	Termination + 30 Years
Job Related Injuries & Illness Records	Termination + 5 Years
Reasonable Accommodation Records	Termination + 3 Years

Pre-Employment/Employment/Membership Records

Job/Position Description	Termination + 3 Years
Employment/Membership Application & Resumes	Termination + 3 Years
Background Check Information	Termination + 3 Years
References/Verifications	Termination + 3 Years
Offer Letter	Termination + 3 Years
Form I-9	Termination + 3 Years
Employee Policy Acknowledgements	Termination + 3 Years
Conflict of Interest Statement	Termination + 3 Years
Disciplinary Records	Termination + 3 Years
Position/Pay History Records	Termination + 3 Years
Employee Performance Reviews	Termination + 3 Years
Resignation Letter	Termination + 3 Years
Termination Action Form	Termination + 3 Years
COBRA Election Notice	Termination + 3 Years
Separation Agreement	Termination + 5 Years
Unemployment Claim Records	Termination + 4 Years
Training & Certification Records	Termination + 4 Years

Retirement

401(k) Allocation Records	Termination + 4 Years
401(k) Loan Payment Forms	Termination + 3 Years
Request for Calculation	Termination + 3 Years
Retirement Beneficiary Form	Termination + 50 Years

Payroll/Tax

Paychecks/Stubs, W-2s, W-4s	4 Years
Employee Withholding	4 Years
Expense Reports	3 Years
Federal & State Payroll Tax Forms	4 Years
Time Sheets/Cards	4 Years
Federal Forms 1099	4 Years
Direct Deposit Records	Termination + 4 Years
Garnishment Records	Termination + 4 Years
Final Payroll Deduction Checklist	Termination + 4 Years

Patient Care Reports

Electronic Patient Care Report (Adult 18+)	7 Years
Electronic Patient Care Report (Minor)	Age 18 + 7 years

Financial Documents

Auditors' Reports	Permanent
Bank Debt Deduction	7 Years
Bank Deposit Slips/Reconciliations/Statements	4 Years
Budgets	2 Years
Checks- Cancelled	4 Years
Contracts – Purchase and Sales	4 Years*
Credit Memos	4 Years
Depreciation Records	4 Years*
Financial Statements – Annual	Permanent
Financial Statement - Interim	4 Years
Inventory Lists	4 Years
Invoices- Sales/Cash Register Receipts/Merchandise Purchases	4 Years
Invoices- Purchases (Permanent Asset)	4 Years*
General Ledger	Permanent
Payroll Journal	4 Years
Worthless Securities	7 Years

Insurance Documents

Accident Reports	6 Years
Claims- After Settlement	10 Years
Fire Inspection Reports	6 Years
Group Disability Reports	8 Years
Policies- All Types- Expired	4 Years
Insurance Policies	6 Years*
Safety Reports	8 Years

Settled Insurance Claims	4 Years*
--------------------------	----------

Tax Documents

Payroll Tax Returns	4 Years
Pension / Profit Sharing Information- Informational Returns	Permanent
Sales and use tax returns	Permanent
Tax Returns and Cancelled Checks (Federal, State, Local)	Permanent

Purchasing & Sales Documents

Purchase Orders	4 Years
Requisitions	3 Years
Sales Contracts	3 Years

Retention periods begin after the termination, expiration, disposal, etc., of the item.

