

## Summary of Changes

### ***Fire and Emergency Medical Records Retention Schedule v.2.1 (April 2022)***

#### **New Records Series Added**

- Four (4) new records series have been added to this records retention schedule:
  1. **Fire and Life Safety Systems Permits (Approved) (DAN FM2022-XXX) p.12**  
*“6 years after life of system/issuance of subsequent permits changing the system (Non-Archival)”*
  2. **Fire and Life Safety Systems Permits (Denied/Abandoned/Withdrawn) (DAN FM2022-XXX) p.13**  
*“Until application/permit considered abandoned or withdrawn (Non-Archival)”*
  3. **Hazardous Materials/Operations Permits (DAN FM2022-XXX) p.14**  
*“6 years after expiration/revocation/denial of permit (Non-Archival)”*
  4. **Health Insurance Portability and Accountability Act (HIPAA) – Accountings of Disclosure (DAN FM2022-XXX) p.10**  
*“6 years after date of disclosure (Non-Archival)”*

#### **Retention Changes**

- One (1) records series has changes to its retention period/cutoff:
  1. **Medical Incident Reports (DAN FM53-04-20) p.10**  
Changed from “8 years after provision of services and 3 years after individual reaches age 18 (Non-Archival)” to “8 years after provision/refusal of services and 3 years after individual reaches age 18 (Non-Archival)”  
*Rationale: Broadened scope to include records documenting refusal of treatment.*

#### **Other Minor Changes**

- Two (2) records series have changes to their title and/or description:
  1. **Building Information – Pre-Incident Planning (DAN FM53-04-04) p.11**
  2. **Medical Incident Reports (DAN FM53-04-20) p.10**  
*Rationale: Broadened scope to include records documenting refusal of treatment.*
- One (1) records series moved from “Fire Protection and Emergency Medical Services – Emergency Response” to “Fire Protection and Emergency Medical Services – Medical Records”:
  1. **Medical Incident Reports (DAN FM53-04-20) p.10**

### **Essential Designation Changes**

- None

### **Archival Designation Changes**

- None

### **Series Being Revoked**

- None

***Net Increase in Records Series: 4 (from 15 series up to 19 series)***