

## Retention and Classification Report

**Agency:** Orem (Utah). Fire Department (4293)

95 E Center St  
Orem, UT 84097  
801-229-7021

**Records Officer:** \_\_\_\_\_

22085	Utah EMS incident report
22113	Utah fire incident reporting system forms

**AGENCY:** Orem (Utah). Fire Department

**SERIES:** 22085

1

**TITLE:** Utah EMS incident report

**DATES:** 1967-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These report forms record both statistical and patient information on all Emergency Medical Services (EMS) calls received by the fire department. They serve as the medical chart for all persons treated by the department's paramedics. This report is required by law (UCA 26-8-5(5) (1997)) and a copy is submitted to the State Office of Emergency Medical Services for a compliance audit and is retained for 25 years.

**RETENTION:**

Retain for 10 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 6 years and then destroy.

**PRIMARY DESIGNATION:**

Private

**AGENCY:** Orem (Utah). Fire Department

**SERIES:** 22113

1

**TITLE:** Utah fire incident reporting system forms

**DATES:** 1967-

**ARRANGEMENT:** Numerical by case number

**DESCRIPTION:**

These report forms are completed for each fire and are submitted to the State Fire Marshal. The information is then submitted by the State Fire Marshal on computer tape to the Federal Emergency Management Agency (FEMA). The information is maintained permanently by FEMA.

**RETENTION:**

Retain for 6 year(s)

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is proposed and has not yet been approved.

**FORMAT MANAGEMENT:**

Paper: Retain in Office for 4 years and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

These records have administrative, and/or legal value(s).

**PRIMARY DESIGNATION:**

Public