

City of Los Angeles
Departmental Records Disposition Schedule
Original Records

Records of: LOS ANGELES FIRE DEPARTMENT/EMERGENCY MEDICAL SERVICES
/FIR/321/

CERTIFIED PER SECTION 12.3 OF LOS ANGELES ADMINISTRATIVE CODE

Sched. No.	Sched. Item No.	Record Title (Description / Sub Categories / Remarks)	-- Retention (YEARS) --		Media Code	Record Type			
			Office	Total		V	H	C	L
/FIR/321/	O	ORIGINAL RECORD SERIES			DO	N	N	N	
/FIR/321/	O031.	MEDICAL & MEDICARE FORMS RECORD TYPES:	TO+1	TO+3		N	N	N	
/FIR/321/	O037.	EMERGENCY MEDICAL SERVICES REPORT (F-902M) FORM: F-902M RECORD TYPES: A-RECORDS OF NON-MINORS B-RECORDS OF MINORS	TO+1	TO+19	DO	N	N	Y	
/FIR/321/	O038.	EMERGENCY MEDICAL SERVICES REPORT (F-902M) FORM: F-902M RECORD TYPES: 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)	TO+7	TO+7	EL	N	N	Y	
/FIR/321/	O039.	OCD DISPATCH LOGS RECORD TYPES:	TO+1	TO+10		N	N	N	
/FIR/321/	O075.	PRIVATE INSURANCE HOLD REACTIVATION RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O076.	PRI INS/ITEMIZED STATEMENT DETAIL LISTING RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O077.	PRI INS/ITEMIZED STATEMENT DAILY SUMMARY RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O078.	ELECTRONIC BILLING - KAISER BILLING DETAIL RECORD TYPES: Confidential	TO+2	TO+7		N	N	Y	
/FIR/321/	O079.	DAILY MEDICAR/MEDI-CAL TAPE BILLINGS RECORD TYPES: Confidential	TO+2	TO+10		N	N	Y	
/FIR/321/	O080.	ELECTRONIC BILLING - DAILY MEDICARE TAPE RECORD TYPES: Confidential	TO+2	TO+7		N	N	Y	
/FIR/321/	O081.	KAISER TARGETED DESTINATION BILLING RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O082.	PATIENT INVOICE SUMMARY RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O083.	INSURANCE COMPANY STATEMENT ANALYSIS RECORD TYPES:	TO+4	TO+4		N	N	N	
/FIR/321/	O084.	DAILY ACTIVITY REPORT RECORD TYPES:	TO+2	TO+2		N	N	N	

RETENTION CODES: AU=AUDIT AR=ANNUAL REVIEW CL=CLOSED CO=COMPLETION CA=CANCELLED EX=EXPIRATION PE=PERMANENT SU=SUPERCEDED TE=TERMINATION
TO=THE DATE OF THE RECORD, i.e. the "TO DATE"

MEDIA CODES: AT=AUDIO TAPE BP=BLUEPRINT BK=BOOKS CP=COMPUTER PRINT OUT DO=DOCUMENT EL=ELECTRONIC FILE FM=FILM MD=MAG DISK MT=MAG TAPE
 MC=MICROFICHE MF=MICROFILM PH=PHOTO NG=NEGATIVE OD=OVERSIZED DOCUMENT OP=OPTICAL DISK VT=VIDEO TAPE PC=PUNCH CARDS

RECORD TYPE: V=VITAL H=HISTORICAL C=CONFIDENTIAL L=LEGAL

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/FIR/321/	O085.	ACCOUNTS ON 3I HOLD FOR MISSING INS INFO RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O086.	INS COMPANY PAYMENT HISTORY RECORD RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O087.	INS COMPANY BILLING HISTORY RECORD RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O088.	PRI INSURANCE ITEMIZED STATEMENTS MONTHLY RECORD TYPES:	TO+2	TO+2		N	N	N	
/FIR/321/	O089.	MONTHLY ACTIVITY REPORT RECORD TYPES:	TO+4	TO+4		N	N	N	
/FIR/321/	O090.	DAILY NON-ZERO PATIENT ENTRY REPORT RECORD TYPES: Confidential	TO+1	TO+10		N	N	Y	
/FIR/321/	O091.	FOLLOW-UP UNDELIVER COMMENT CODE & DATE RECORD TYPES:	TO+4	TO+4		N	N	N	
/FIR/321/	O092.	FOLLOW-UP BILLED BY COMMENT CODE & DATE RECORD TYPES:	TO+4	TO+4		N	N	N	
/FIR/321/	O093.	FOLLOW-UP ACCOUNTS BY ADJ DATE & COMMENT RECORD TYPES:	TO+4	TO+4		N	N	N	
/FIR/321/	O094.	EXPLANATION OF MEDI-CAL BENEFITS RECORD TYPES: Confidential	TO+2	TO+7		N	N	Y	
/FIR/321/	O095.	WEEKLY MEDI-CAL TAPE BILLINGS RECORD TYPES: Confidential	TO+2	TO+7		N	N	Y	

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