

PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT



701 Stafford Drive Princeton, WV 24740

POLICY: Retention of Student Records

Effective Date: January 1, 2019

TITLE: Retention of Student Records

RATIONALE: To verify the accurate retention of student records according to applicable statues, regulations, and sound education practices.

POLICY/PROCEDURE:

Per WV Legislative Rule 64CSR48, all training records will be retained for inspection by the WV Office of Emergency Services (WVOEMS).

Per the Commission on Accreditation of Allied Health Education Programs (CAAHEP) 2015 Standards and Guidelines, all training records for initial paramedic training courses must be retained permanently.

Procedure:

All hardcopies will be retained on-site, in a locked room with secured access for the 5 year cycle of current licensure.

Upon completion of the re-licensure inspection performed by the WV OEMS all files from the completed cycle will be scanned to appropriately labeled files on an electronic server which will immediately be transferred to the cloud with encryption for permanent retention.

All hardcopies will then be separated into respective years, packaged, and relocated to the off-site long-term storage facility for an additional five years.

As each packaged file meets the end of the five year window in long-term storage, it will be cross shredded and destroyed.

RESPONSIBLE PERSONNEL:

Time line for execution: Education Director,

Procedure completion: Administrative Assistant