

# Radio Record Retention Policy

Emergency Medical Care Committee

January 22, 2026



# Policy Overview

## Why this Policy exists

- Aligns with common record retention policies
- Ensures accountability and supports operational needs
- Meets EMSA regulatory requirements
  - Sec. 100079.03(c)(2)



# Policy Summary

- **Purpose:** Establishes requirements for recording/maintaining telephone/radio records
- **Audio Records:** Retain telephone/radio recordings  $\geq 100$  days
  - Retain QI records for a minimum of 2 years
- **Litigation/Evidence:** Keep until all litigation or evidence requests are resolved
- **Usage:** Recordings support medical control, continuing education (CE), and quality improvement (QI)

# Draft Policy

## Plan for Implementation

- Post online for 14-day Public Comment period
- Bring to EMCC Hospital/Prehospital Subcommittee in February
- Bring to EMCC for endorsement in March
- Implement in May 2026



 <b>COUNTY OF SAN DIEGO</b> EMERGENCY MEDICAL SERVICES	SYSTEMS	<b>S-XX</b>
	<b>ONLINE MEDICAL DIRECTION AND EMS COMMUNICATION RECORDINGS AND MAINTENANCE</b>	
	Date: TBD	Page 1 of 1

### I. PURPOSE

To establish requirements for recording and maintaining online medical direction and emergency medical services (EMS) patient care communication.

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II. **AUTHORITY:** Health and Safety Code, Division 2.5, Section 1797.220, 1798.104, 1798.2; California Code of Regulations, Title 22, Division 9; Government Code, Section 34090.6.

### III. POLICY

- A. Base hospitals shall digitally record all verbal online medical direction and telephone or radio communications related to EMS patient care. Audio files shall be retained for a minimum of one hundred (100) days, or longer, if required for evidence or pending litigation.
- B. Base hospitals shall maintain all EMS communication records in a manner that supports medical control and the continuing education of EMS clinicians. Quality improvement records shall be retained for at least two (2) years.
- C. In the event of pending litigation or evidence requests, all audio files and written records shall be maintained until completion/resolution of all issues arising therefrom.



Questions?