



Record Retention Schedule
For MHS Policy GEN-02

NOTE: If legal claim has been filed and/or MHS is on notice of potential legal action, ALL involved records, documents, and information, including electronic information, must be retained until conclusion of legal process regardless of any indicated retention period.

(1) New Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	MHS Contact
ADMINISTRATIVE RECORDS				
ADM-2017-001	Accreditation Surveys and Reports (copies of surveys received) Includes Conditions of participation, inspection reports, notices of correction, and in-house surveys	Permanent	Electronic or Paper	Director, Quality Management
ADM-2017-002	Administrative Research Records Collected information from a variety of sources to learn about events, legislative actions, programs, or compiled for the purpose of comparing and contrasting options, equipment and/or plans of action	Until no longer of administrative, fiscal, or legal value	Electronic or Paper	All relevant MHS departments
ADM-2017-003	Copies of Records Additional copies of records or images that are no longer required and serve no useful purpose	Until no longer of administrative value	Electronic or paper	All relevant MHS departments
ADM-2017-004	Correspondence - General Examples include internal and external correspondence, the content of which is informative and does not reflect any other type of record, anonymous communications, memoranda	1 year	Electronic or paper	All relevant MHS departments
ADM-2017-005	Correspondence - Routine/Transitory Examples include text messages, voice mail, post it notes, staff calendars, meeting requests and scheduling, copies, notes, memoranda, and other limited documents that serve to convey information of temporary importance in lieu of oral communication	Until no longer of administrative value	Electronic or paper	All relevant MHS departments
ADM-2017-006	Correspondence - Unsolicited Examples include sales materials, publications, solicitations, informational brochures and newsletters	Delete at will	Electronic or paper	All relevant MHS departments
ADM-2017-007	Disaster Plans	Until updated or superseded	Electronic or Paper	Chairperson of Disaster Committee



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ADM-2017-008	Drafts, working documents and other transient records	Until no longer of administrative value	Electronic or paper	All relevant MHS departments
ADM-2017-009	Licenses and Permits - other	Until updated or superseded	Electronic or paper	All relevant MHS departments
ADM-2017-010	Licenses and Permits (copies of licenses and permits received to operate hospital facilities and equipment)	Until expired or superceded	Electronic or Paper	General Counsel
ADM-2017-011	Minutes of Board of Trustees and Board Committees	Permanent	Electronic or Paper	Administrative Assistant, Board of Trustees
ADM-2017-012	Minutes of Board of Trustees and Board Committees - audio recordings	Retain until transcribed into hard copy and approved	Electronic	Administrative Assistant, Board of Trustees
ADM-2017-013	Policies & Procedures - Hospital	Permanent	Electronic or Paper	Chair, Policy Committee
ADM-2017-014	Press / News Releases	Until no longer of administrative value	Electronic or paper	VP, Communications
ADM-2017-015	Public Record Requests	2 years	Electronic or paper	Legal Department
ADM-2017-016	Quality Policy and Procedure Manuals	Until updated or superseded	Electronic	Director, Quality Management
CLINICAL RECORDS				
CLI-2017-001	Burn Registry	30 years	Electronic	Department Head, Trauma



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CLI-2017-002	Calibration records for therapy and dosimetry systems (Therapeutic X-Ray Systems of more than 1 megaelectron volt)	3 years	Paper	Administrator, Radiation Oncology
CLI-2017-003	Census Books/Census Reports	Current Year + 5 years	Electronic	Administrator, Patient Access
CLI-2017-004	Complaint/requests to the Ombudsman	10 years	Electronic or Paper	Director, Quality Management
CLI-2017-005	Daily Emergency Department Encounters including: 1. Lists of all patients who received emergency transport, and were revived and/or attempted to be revived by administration of drugs (inter-cardiac or intravenous), and counter-shock; 2. Logs	30 years	Electronic	Administrators, Emergency Department and Division of Trauma Services
CLI-2017-006	Daily Patient Census	Current Year + 5 years	Electronic	Administrator, Patient Access
CLI-2017-007	Emergency Cart/ Refrigerator checks, etc	3 years	Paper	Director, Nursing
CLI-2017-008	Highland View Hospital Diagnosis and Procedure Index	Permanent	Film or Paper	Director, Medical Records
CLI-2017-009	Infection Control Program Records Includes review/eval of septic isolation and sanitation techniques; surgical infection investigation reports; employee exposures to communicable diseases; work restrictions and reinstatements; and training course content	Current Year+5 years	Electronic or Paper	Director, Infection Control
CLI-2017-010	Inpatient Diagnosis and Procedure Index	Permanent	Film or Paper	Director, Medical Records



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CLI-2017-011	Life Flight - Flight Logs	7 years for adults; 21 years for minors	Paper	Administrator, Division of Trauma, Burns, Critical Care & Metro life Flight
CLI-2017-012	Life Flight Dispatch Tapes	10 years	Electronic	Administrator, Division of Trauma, Burns, Critical Care & Metro Life Flight
CLI-2017-013	Life Flight Quality Improvement	10 years	Paper	Administrator, Division of Trauma, Burns, Critical Care & Metro Life Flight
CLI-2017-014	Life Flight Registry	30 years	Electronic	Administrator, Division of Trauma, Burns, Critical Care & Metro Life Flight
CLI-2017-015	Nurse scheduling electronic staffing info	10 years	Electronic	Director, Nursing Business Office
CLI-2017-016	Nursing Communications Cards	7 years after superceded	Paper	Director, Nursing Business Office
CLI-2017-017	Nursing Manuals - policies and procedures/standards	10 years after no longer effective	Electronic	Director, Nursing Business Office
CLI-2017-018	Nursing Standards	10 years after no longer effective	Electronic or Paper	Director, Nursing Business Office



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CLI-2017-019	Operating room schedule	3 years	Electronic or Paper	Director, Perioperative Servs.
CLI-2017-020	Operative Indices	10 years	Electronic or Paper	Department Heads
CLI-2017-021	Operative Report	30 years	Electronic or Paper	Department Heads
CLI-2017-022	QuadraMed Reports (correspondence)	10 years	Electronic	Director, Nursing Business Office
CLI-2017-023	Quality controls on General Clinical Research Center and other clinical equipment	10 years after life of equipment	Electronic	Director, Clinical Engineering
CLI-2017-024	Respiratory Protection Programs	1 year after termination or expiration of license	Paper	Operations Director, Heart & Vascular and Pulmonary Services
CLI-2017-025	Schedules for Emergency Medicine and Trauma Services Includes staffing schedules; time-worked schedules; and, on-call schedules	5 years; 21 years for Labor & Delivery, Pediatrics & Neonatal Intensive Care Unit	Paper or Electronic	Administrators of Emergency Department and Division of Trauma Services
CLI-2017-026	Staffing records/ Assignment sheets	5 years 21 years for Labor & Delivery, Pediatrics & Neonatal Intensive Care Unit	Electronic or Paper	Nurse Managers, each unit
CLI-2017-027	Surgery schedules	4 years	Electronic	Department Heads
CLI-2017-028	Surgical Specimen book	5 years	Paper	Director, Perioperative Services



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CLI-2017-029	Surgical Sterilization records	3 years	Paper	Director, Perioperative Services
CLI-2017-030	Trauma Registry	30 years	Electronic	Administrator, Division of Trauma, Burns, Critical Care & Metro life Flight
CLI-2017-031	Tumor Registry Files	30 years	Electronic	Operations Director, Internal Medicine
CLI-2017-032	Utilization & Quality Improvement Plans	30 years	Electronic or Paper	Administrator, Patient Access AND/OR Department Heads
ENVIRONMENTAL & FACILITIES RECORDS				
ENF-2017-001	Cleaning Records Including autoclave-incinerator records and isolation	2 years	Paper	Director, Environmental Services
ENF-2017-002	Dietary Inspection Reports	1 year	Electronic	Director, Food Services and Nutrition
ENF-2017-003	Environmental Exposure Records Documenting the results of measurements and calculations used to evaluate the release of radioactive effluents into the environment	Until termination of license or registration	Paper	Administrator, Radiation Oncology



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ENF-2017-004	Exterminator Records	2 years	Paper or Electronic	Director, Environmental Services
ENF-2017-005	Fleet Safety Maintenance	Duration of ownership of vehicle	Paper	Manager, Logistics
ENF-2017-006	Food & Refrigeration Temperature Logs	Current Year +2 years	Electronic or Paper	Director, Food Services and Nutrition
ENF-2017-007	Food Sales - Summary of Retail Sales	2 years	Electronic	Director, Food Services and Nutrition
ENF-2017-008	Food Service Operating License	Current Year	Paper	Director, Food Services and Nutrition
ENF-2017-009	Hazardous Waste Manifests Including biennial reports, exception reports, test results, and waste analysis	3 years	Paper	Director, Environmental Safety
ENF-2017-010	Hazmat Spills Records of clean-up	Permanent	Paper	Director, Environmental Safety
ENF-2017-011	Material Safety Data Sheets	Until superseded	Electronic or paper	Director, Environmental Safety
ENF-2017-012	Menus - patient	30 days	Electronic	Director, Food Services and Nutrition
ENF-2017-013	OSHA Reports - Exposures Includes employee exposure records and analyses using exposure or medical records	30 years	Electronic or Paper	Director, Environmental Safety



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ENF-2017-014	OSHA Reports - Other Including OSHA 300 log, Privacy case list, Annual summary, OSHA 301 incident report form, OSHA 200, OSHA 101, and OSHA 102/102a	Current Year + 5 years	Paper or Electronic	Director, Environmental Safety
ENF-2017-015	Safety Committee Minutes	Current Year + 6 years	Electronic or Paper	Director, Environmental Safety
ENF-2017-016	Toxic Waste Records Including copies of infectious waste manifests, invoices or records received from treatment facility, and logs and documentation of amounts of waste sent off-site	3 years	Paper	Director, Environmental Safety
MEDICAL STAFF RECORDS				
MED-2017-001	Department Staff Meeting Minutes	3 years	Electronic or Paper	Director, Medical Affairs
MED-2017-002	Medical Staff Bylaws Including rules and regulations	10 years after no longer effective	Electronic or Paper	Director, Medical Affairs
MED-2017-003	Medical Staff Committee Minutes: All Other Committees	3 years	Electronic or Paper	Director, Medical Affairs
MED-2017-004	Medical Staff Committee Minutes: Executive, Peer Review, and Credentialing Committees	10 years	Electronic or Paper	Director, Medical Affairs
MED-2017-005	Medical Staff Privileging Records Including certifications, credentials, and CME information	Permanent	Paper	Director, Medical Affairs
MED-2017-006	Medical Student files	30 years	Paper	Manager, Residency Support



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MED-2017-007	Peer Review Organization Studies	Current Year + 6 years	Paper	Director, Quality Management
MED-2017-008	Residency Alumni Data	30 years	Paper	Manager, Residency Support
MED-2017-009	Resident Files	30 years	Paper	Manager, Residency Support
MED-2017-010	Resident Minimum Data Sets	10 years after termination of residency	Paper	Manager, Residency Support
MED-2017-011	Staff Competency Records	Active until employee no longer employed or superseded by new record + 6 years	Electronic	Department Heads
FINANCIAL RECORDS				
FIN-2017-001	Annual Financial Statement	20 years	Electronic or Paper	Controller
FIN-2017-002	Annual reports	20 years	Paper	Administrative Assistant, Board of Trustees
FIN-2017-003	Auditors Reports	20 years	Electronic or Paper	Controller
FIN-2017-004	Auto-fax - Notice of patient admission to insurance companies	7 years	Electronic	Administrator, Patient Access
FIN-2017-005	Bank account reconciliation	7 years	Paper	Controller
FIN-2017-006	Bank deposit records and statements	7 years	Paper	Controller



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(1) New Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	MHS Contact
FIN-2017-007	Bond and Coupon Register	6 years after redemption	Paper	Controller
FIN-2017-008	Budget development files	10 years	Electronic	Controller
FIN-2017-009	Cancelled checks/warrants	7 years	Electronic or Paper	Controller
FIN-2017-010	Cash Disbursements	7 years	Electronic or Paper	Controller
FIN-2017-011	Cash receipts and transmittals	7 years	Electronic or Paper	Director, Patient Financial Services
FIN-2017-012	CFO Financial Reports	7 years	Electronic or Paper	Chief Financial Officer
FIN-2017-013	Charge cards (daily patient charge items entered into accounting system)	7 years	Electronic	Director, Patient Financial Services
FIN-2017-014	Charge Summaries - summary records for patient accounts	7 years	Electronic	Director, Patient Financial Services
FIN-2017-015	Check registers	7 years	Electronic or Paper	Controller
FIN-2017-016	Check requests	7 years	Electronic	Controller
FIN-2017-017	Check stubs or duplicate copies	3 years	Electronic	Controller
FIN-2017-018	Cost Accounting Records	10 years	Electronic	Controller
FIN-2017-019	Daily Cash Report / Summary	7 years	Electronic	Controller
FIN-2017-020	Fixed asset inventories	10 years	Electronic	Controller



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FIN-2017-021	General Ledger	10 years	Electronic or Paper	Controller
FIN-2017-022	Investment Accounts and supporting documents	Life of account + 10 years	Paper	Controller
FIN-2017-023	Invoices	7 years	Electronic or Paper	Director, Accounting
FIN-2017-024	IRS Form 1099	7 years	Paper	Controller
FIN-2017-025	IRS Form W-9	6 years	Paper	Controller
FIN-2017-026	Journals for all funds	10 years	Paper	Controller
FIN-2017-027	Lock box payment detail report ♦ Payments received at designated lock box	Current year + 3 years	Electronic or Paper	Director, Patient Financial Services
FIN-2017-028	Payroll and expense check log sheet	3 years	Electronic or Paper	Controller
FIN-2017-029	Petty cash record	10 years	Electronic	Controller
FIN-2017-030	Property tax records (copies received)	10 years	Electronic	Controller
FIN-2017-031	Reports and background files relating to accounting adjustments	5 years	Paper or Electronic	Controller
FIN-2017-032	Reports relating to cash accounts	5 years	Paper or Electronic	Controller
FIN-2017-033	Revenue bonds and coupons	6 years after redemption	Paper	Controller/ MHS Trustee Bank
FIN-2017-034	State Auditor Exam Report	10 years	Paper	Controller
HUMAN RESOURCE RECORDS				



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(1) New Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	MHS Contact
HR-2017-001	Collective Bargaining Agreements	20 years after expiration	Electronic	Vice President, Human Resources
HR-2017-002	Employee benefit plans Includes pension and insurance plans and any seniority systems and merit systems	1 year after termination or minimum of 6 years whichever period is longer	Electronic	Vice President, Human Resources
HR-2017-003	Employee Expense Reports	Tax Return filing date + 10 years	Paper	Controller
HR-2017-004	Employee Exposure Records	30 years after termination of employment	Electronic or Paper	Director, Environmental Safety/Director, Employee Health
HR-2017-005	Employee TB tests	10 years after termination of employment	Electronic	Director, Employee Health
HR-2017-006	Employment Applications/Resumes 1. Current employees2. Past employees3. Other records (advertisements/notices for open positions, training programs, test results, applications for persons not hired).4. Employment inquiries in response to advertisements5. Job orders to employment agencies	Current employees: Duration of employment.Past employees/job applicants: 1 year post employment decision (or 9 years after termination of employment, if longer, where employment agreement or contract is in place)	Electronic	Vice President, Human Resources
HR-2017-007	Job Descriptions	Until superseded or classification abolished	Electronic	Vice President, Human Resources
HR-2017-008	Payroll Records Includes time sheets, overtime documentation records and timecards, and compensation rates.	3 years after last date of employment	Electronic or Paper	Vice President, Human Resources



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HR-2017-009	Pension/profit sharing plans	10 years after no longer in effect	Electronic	Vice President, Human Resources
HR-2017-010	Personnel Files -- employment files Includes: documentation of service throughout duration of individual's employment	7 years after termination of employment	Electronic	Vice President, Human Resources
HR-2017-011	Personnel Files -- employment medical records Includes records pertaining to employee's medical insurance, conditions, ADA, and FMLA information	7 years after termination of employment	Electronic or paper	Vice President, Human Resources
HR-2017-012	Positive Urine Toxicology Screens/For Cause Drug Testing	30 years after termination	Electronic or Paper	Director, Employee Health
HR-2017-013	Required annual training	6 years, Long Term Care records maintained Permanently	Electronic or Paper	Manager, Education & Training
HR-2017-014	Results of any physical examination in connection with any personnel action	Termination + 1 year	Electronic or Paper	Director, Employee Health
HR-2017-015	State Income Tax Withholding Documents: 1. Name of such person or partnership, income tax identification number 2. The name of the employee, social security number. 3. Total amount or wages 4. Total amount deducted and withheld 5. Copies of annual, quarterly, and monthly returns and statements filed with the state's Department of Revenue 6. Wage and tax statements (Form W-2) 7. Federal Employee Withholding Exemption Certificate (Form W-4) 8. State Unemployment Insurance Records	4 years	Electronic or Paper	Vice President, Human Resources
HR-2017-016	Timesheets	4 years	Electronic	Controller



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HR-2017-017	Training/Certification records	Active until employee no longer employed or superceded by new record + 3 years	Electronic or Paper	Manager, Education & Training
HR-2017-018	Urine Toxicology screen of terminated employees	Termination + 1 year	Electronic	Director, Employee Health
HR-2017-019	Verification of Alienage - Employment Authorization & Identification	3 years after date of recruiting. If hired - 3 years after hire or 1 year after termination whichever is later	Electronic or Paper	Vice President, Human Resources



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(1) New Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	MHS Contact
HR-2017-020	Wage and Hour Documents - General employment records 1. Full name, employee’s identifying number (SSI #) 2. Home address, including zip code 3. Date of birth 4. Sex and occupation in which employed 5. Time of day and week on which the employee’s workweek begins 6. Hourly rate of pay in which Overtime. is due and amount of each payment 7. Hours worked each workday and total hours worked/week 8. Daily/weekly straight time earnings 9. Overtime. pay 10. Additions/deductions from wages 11. Total wages paid each pay period 12. Date of payment and pay period covered 13. Date hired or re-hired, termination dates, layoffs, etc. 14. Time lost due to being unavailable for work 15. Services performed 16. Cash value of remuneration in lieu of or in addition to cash wages 17. Info for audits - including but not limited to: W-2, W-3, 1096, 1099, etc.	Not less than five years after the calendar year in which the remuneration with respect to such worker was paid (or 9 years, if longer, where employment agreement or contract in place)	Electronic	Vice President, Human Resources
LEGAL RECORDS				
LEG-2017-001	Compliance Audits	10 years	Electronic or Paper	Compliance Officer



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LEG-2017-002	Contract and Negotiation Documents Including contracts, agreements, leases, memoranda of understanding, and exchanged redlines of contractual documents	8 years after expiration	Electronic or Paper	General Counsel
LEG-2017-003	Inspection Reports by local, state or federal agencies (copies of reports received)	10 years	Paper	General Counsel
LEG-2017-004	Investigation Reports	10 years	Electronic or Paper	General Counsel
LEG-2017-005	Litigation Records	5 years after case is closed and appeals are exhausted	Electronic or Paper	General Counsel
LEG-2017-006	Reports of Non-compliance Including anonymous phone logs	Current Year + 6 years	Electronic or Paper	Chief Risk Officer
LEG-2017-007	Risk Management Reports	10 years	Electronic or Paper	Chief Risk Officer
LEG-2017-008	Self Disclosure Professional Audits	Active until employee no longer employed or superceded by new record + 15 years	Electronic or Paper	Compliance Officer
LEG-2017-009	Subpoenas - Other	10 years	Electronic or paper	General Counsel
LEG-2017-010	Subpoenas - Patient Medical Records	The longer of 10 years from the date of service or 2 years after the age of majority	Electronic or Paper	Medical Records
LEG-2017-011	Transfer Agreements	9 years after expiration	Paper	General Counsel
PATIENT RECORDS				
REC-2017-001	Admission and discharge statistical reports (Master Patient Index): - Admission - Transfers - Letters of Agreement - Discharges	30 years	Electronic	Administrator, Patient Access



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REC-2017-002	Birth Log Book	Permanent	Electronic or Paper	Nurse Manager, Post Partum
REC-2017-003	Birth Room Records	Permanent	Electronic or Paper	Nurse Manager, L&D
REC-2017-004	Child abuse reports	Age of majority + 6 years	Electronic	Administrator, Patient Access
REC-2017-005	Communicable disease reports	Current Year + 3years	Electronic or Paper	Director, Infection control
REC-2017-006	Fetal Monitor Strips	20 years	Electronic or Film or Paper	Nurse Manager, Labor & Delivery
REC-2017-007	Insurance Company Correspondence	15 years	Electronic or Paper	Administrator, Patient Access
REC-2017-008	Insurance contractual / adjustment discount report ◆ All system generated insurance contractual adjustments or discounts for report date	Current Year + 15 years	Electronic	Director, Patient Financial Services
REC-2017-009	Insurance remittance (patients received from insurance companies)	Tax Return filing date + 10 years	Electronic or Paper	Director, Patient Financial Services
REC-2017-010	Insurance verification ◆ Medicare/Medicaid records ◆ Financial, admissions and records associated with claims, reimbursement and client activities	Current Year + 15 years	Electronic	Director, Patient Financial Services



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REC-2017-011	Life Flight Ambulance records Includes safety committee meetings and emergency communications - audio logs	2 years	Paper	Administrator, Division of Trauma, Burns, Critical Care & Metro life Flight
REC-2017-012	Medical Records Including abortion records	The longer of 10 years from the date of service or 2 years after the age of majority	Electronic or Film or Paper	Director, IS Clinical and Financial Systems and Director, Medical Records
REC-2017-013	Notification of Admission	Current Year + 3 years	Electronic or Paper	Administrator, Patient Access
REC-2017-014	Patient charge summaries	Tax return filing dates + 15 years	Electronic	Director, Patient Financial Services
REC-2017-015	Patient in-house transfer log	5 years	Paper	Administrator, Patient Access
REC-2017-016	Patient personal property inventory	10 years	Film or Paper	Director, Medical Records



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REC-2017-017	Patient register ♦ Copies of driver's license and ins cards Insurance verification ♦ Face Sheet ♦ Consent to treat forms	Current Year + 6 years	Electronic	Administrator, Patient Access
REC-2017-018	Patient registration folder ♦ Medicare Secondary Payer Questionnaire sheets	7 years	Electronic	Administrator, Patient Access
REC-2017-019	Patient transfer from other facility log	2 years	Electronic	Administrator, Patient Access
REC-2017-020	Patient Transport Records	The longer of 10 years from the date of service or 2 years after the age of majority	Paper	Administrator, Division of Trauma, Burns, Critical Care & Metro life Flight
REC-2017-021	Patient valuable envelope log	3 years after discharge	Paper	Administrator, Patient Access
REC-2017-022	Proof / authorization for transport and billing to other facility.	10 years	Paper	Administrator, Division of Trauma, Burns, Critical Care & Metro life Flight
REC-2017-023	Records of Patient Valuables	90 days - then an additional 30 days after certified letter sent to patient	Paper	Administrator, Patient Access



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REC-2017-024	Remittance Advices	10 years	Electronic or Paper	Director, Patient Financial Services
REC-2017-025	Social service reports (HIV) - Confidential case histories - Clinic records related to welfare agencies	6 years after discharge	Paper	Administrator, Patient Access
REC-2017-026	Social service reports (non-HIV) - Confidential case histories - Clinic records related to welfare agencies	6 years after discharge	Electronic	Administrator, Patient Access
REC-2017-027	Status and adjustments to individual funds	Current Year + 3 years	Electronic or Paper	Director, Patient Financial Services
REC-2017-028	Subpoenas - Patient Medical Records	The longer of 10 years from the date of service or 2 years after the age of majority	Film or Paper	Director, Medical Records
PATHOLOGY RECORDS				
PTH-2017-001	Accession Log Records (Manual specimen receipt logs)	2 years for Clinical and Anatomic Pathology; 5 years for blood bank	Paper	Administrator, Pathology
PTH-2017-002	Autoclave Testing Includes monthly bacteriological tests and sterilizer records; recording charts; readings from jacket pressure gauge; and chamber pressure gauge readings	3 years	Electronic or Paper	Administrator, Pathology
PTH-2017-003	Autopsy Records/Reports	10 years	Electronic or Paper	Administrator, Pathology
PTH-2017-004	Blocks, Paraffin	Autopsy - 10 years Forensic - Indefinitely Surgical - 10 years	Specimen	Administrator, Pathology

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(1) New Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	MHS Contact
PTH-2017-005	Blood and Blood Components Records Includes: Storage and distribution, and all modifications	10 years	Electronic or Paper	Administrator, Pathology
PTH-2017-006	Breast Biopsy Pathology Reports	The longer of 10 years from the date of service or 2 years after the age of majority	Film or Paper	Director, Medical Records
PTH-2017-007	Donor or Patient Records (Blood Bank)	Normal - 10 years Abnormal - Indefinitely	Electronic or Paper	Administrator, Pathology
PTH-2017-008	Equipment (tools) logs/maintenance	5 years - blood bank 2 years - others	Electronic or Paper	Administrator, Pathology
PTH-2017-009	Glass Slides	Autopsy - 10 years Bone Marrow - 10 years Forensic - Permanent Peripheral Blood and Body Fluids - 7 days Fine Needle Aspirations - 10 years Stained slides, incl. Microbiology - 7 days Cytology gyn and non-Gyn - 5 years Surgical/Histopathology - 10 years	Specimen	Administrator, Pathology



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(1) New Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	MHS Contact
PTH-2017-010	Hematology/Cytology Reports	10 years after exam	Electronic or Paper	Administrator, Pathology OR Director, Medical Records
PTH-2017-011	Instrument logs/maintenance records	Clinical Labs - 2years Anatomic Labs - 2 years Blood Bank - 5 years	Electronic or Paper	Administrator, Pathology
PTH-2017-012	Instrument Service Records - Medical Device Tracking	Life of instrument	Electronic or Paper	Administrator, Pathology
PTH-2017-013	Manual Patient Requisition - Patient Test Records	6 years	Paper	Administrator, Pathology
PTH-2017-014	Method Performance Specifications	Life of method use + 2 years	Electronic or Paper	Administrator, Pathology
PTH-2017-015	Pathology Reports, Medical Records - Results/Interpretations	Clinical Pathology - 2 years Blood Bank - 10 years Cytology - 10 years Cytogenetic - 25 years Surgical - 10 years Autopsy - 10 years Forensic Autopsy - Indefinitely	Electronic or Paper	Administrator, Pathology



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(1) New Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	MHS Contact
PTH-2017-016	Quality control records - including Quality management records, Procedure Manuals, and Proficiency testing	Blood Bank - 5 years Anatomic Pathology and Clinical Pathology - 2 years	Electronic or Paper	Administrator, Pathology
PTH-2017-017	Specimen, Tissue	Surgical - 2 weeks post final report Autopsy - 3 months after final report (Forensic - 3 years) Cytogenetics - 14 day minimum (specimens with growth - 21 days) Cell pellet and tissue flask - minimum of 2 weeks after final	Electronic or Paper	Administrator, Pathology
PTH-2017-018	Specimens - Blood (serum, plasma, whole blood)	Blood Bank - 7 days post transfusion/10 days post x-match (College of American Pathologists) Clinical Pathology - 48 hours (College of American Pathologists)	Specimen	Administrator, Pathology
PTH-2017-019	Specimens - Body Fluid	Clinical Pathology - 48 hours	Specimen	Administrator, Pathology
PTH-2017-020	Specimens - Urine	24 hours	Specimen	Administrator, Pathology
PTH-2017-021	Transfusion Reaction to Blood Components	Permanent	Electronic or Paper	Administrator, Pathology
PHR-2017-001	Compounding practice reports	3 years	Paper	Director, Pharmacy
PHR-2017-002	Consent for disclosure of prescription information, pharmacist memos related to emergency release of prescription information	3 years	Electronic or Paper	Director, Pharmacy
PHR-2017-003	Controlled substances records of receipts, prescribing, dispensing and administration	Current Year + 3 years	Electronic or Paper	Director, Pharmacy
PHR-2017-004	Document training - antineoplastic meds	30 years after termination of employment	Paper	Director, Pharmacy



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PHR-2017-005	Inventory & Orders	3 years	Paper	Director, Pharmacy
PHR-2017-006	Lab data related to drug batch & Monthly Medication Inspection of Nursing Unit	3 years	Paper	Director, Pharmacy
PHR-2017-007	Methodone records - Inventory and administration	3 years	Paper	Director, Pharmacy
PHR-2017-008	Outpatient Pharmacy - Records of dispensing and copies of prescriptions (all records related to practice of pharmacy)	Permanent	Electronic or Paper	Director, Pharmacy
PHR-2017-009	Parental products tests for microbials	8 years	Paper	Director, Pharmacy
PHR-2017-010	Patient profiles	1 year from date of last entry	Electronic	Director, Pharmacy
PHR-2017-011	Pharmacy Inspections	Permanent	Paper or Electronic	Director, Pharmacy
PHR-2017-012	Recall records	3 years	Paper	Director, Pharmacy
PHR-2017-013	Schedule I drug records	3 years	Electronic or Paper	Pharmacy Research
PHR-2017-014	Schedule II through V drug records	10 years after last entry	Electronic or Paper	Director, Pharmacy
PUBLIC SAFETY RECORDS				
POL-2017-001	Incident reports - accident reports of person or property damage	6 years	Electronic or paper	Chief, Department of Public Safety
POL-2017-002	Incident reports - felonies	One year after statute of limitation ends	Electronic or paper	Chief, Department of Public Safety
POL-2017-003	Incident reports - misdemeanors	5 years or after statute of limitations, whichever is longer	Electronic or paper	Chief, Department of Public Safety



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(1) New Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	MHS Contact
POL-2017-004	Surveillance Tapes / Videos	Use for one cycle then reuse provided no action pending	Electronic	Department of Public Safety
PURCHASING RECORDS				
PUR-2017-001	Bids (Successful) Including documents publicizing, reviewing, and awarding quoted bids from vendors for goods or services, spec sheets, bid forms, etc.	15 years	Electronic or paper	Director, Supply Chain Management
PUR-2017-002	Bids (Unsuccessful)	2 years after letting of contract	Electronic or paper	Director, Supply Chain Management
PUR-2017-003	Bills of Sale	7 years	Electronic or Paper	Director, Supply Chain Management
PUR-2017-004	Record of Suppliers from Central Stores	7 years	Electronic	Director, Supply Chain Management
PUR-2017-005	Vendor files and reports	Tax Return filing date + 10 years	Electronic or Paper	Director, Supply Chain Management
RADIOLOGY RECORDS				
RAD-2017-001	Angiography Scheduling Book	1 year	Paper	Operations Director, Radiology
RAD-2017-002	Clinician Alert Report	4 years [If minor need to maintain 4 years from age of majority]	Paper	Operations Director, Radiology
RAD-2017-003	CT Oral Contrast - Dispensing Log	3 years	Paper	Operations Director, Radiology



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(1) New Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	MHS Contact
RAD-2017-004	CT Scanner Logbooks	5 years	Paper	Operations Director, Radiology
RAD-2017-005	Failed Fax Log	6 years	Electronic	Operations Director, Radiology
RAD-2017-006	Fluoroscopy Log Books	Current Year + 3 years	Paper	Operations Director, Radiology
RAD-2017-007	Interpretation Log Sheets (internal Quality Assurance)	1 year	Electronic or Paper	Operations Director, Radiology
RAD-2017-008	Mammograms	5 years, if no additional films 10 years	Film	Operations Director, Radiology
RAD-2017-009	Mammography Breast Questionnaire	5 years, if no additional films 10 years	Paper	Operations Director, Radiology
RAD-2017-010	Misadministration of dosages (Documentation of misadministration of dosages including wrong patient, dosage differences from prescribed dosage, and wrong mode of treatment.)	3 years for adults; Age of majority + 3 years for minors	Paper	Administrator, Radiation Oncology
RAD-2017-011	MRI Protocol Log Sheets	3 years	Electronic or Paper	Operations Director, Radiology

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(1) New Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	MHS Contact
RAD-2017-012	Nuclear Medicine Reagents and Isotopes, radioactive drugs - Inventory and orders records and logs: - Dose Receipts - Dose Log books - Packing Slips - Receipt - Transfer - Use - Storage - Delivery - Disposal - Overexposure - Isotope I131 - White blood cell tag/Isotope	5 years	Paper	Operations Director, Radiology
RAD-2017-013	Planned Special Exposure Records (Documenting planned and authorized radiological exposure.)	Until Termination of License	Paper	Administrator, Radiation Oncology
RAD-2017-014	Radiation Detection Instrumentation (Records related to the calibration of radiation detection instruments that measure the radiation levels in the environment, on humans, and objects. Includes dates and times of inspections, repairs, and dates in and out of service.)	Until Termination of License or Registration	Paper	Administrator, Radiation Oncology
RAD-2017-015	Radiation Monitoring Records – Human Exposure (Records related to the monitoring of annual doses received by individuals, the doses received during planned special exposures, accidents, and emergency conditions. Includes adults and minors who receive in excess of their limitations in a single year and individuals entering a high or very high radiation area. May include surveys of radiation for determining an individual’s dose from external sources.)	Until Termination of License or Registration	Paper	Administrator, Radiation Oncology

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(1) New Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	MHS Contact
RAD-2017-016	Radiation Monitoring Records – Radioactive Materials (Records documenting the results of calibrations for packages received that contain radioactive materials. Includes the date and time a package was received, the time and date of calibration, the results and levels of the test, the name of the person who performed the test.)	Until Termination of License or Registration	Paper	Administrator, Radiation Oncology
RAD-2017-017	Radiation Protection Program – Audits	3 years	Paper	Administrator, Radiation Oncology
RAD-2017-018	Radiology Films - Active Patient File (Film Jacket) - Angiography Acquisition Data - Bone Density Questionnaire and Scan - CT Scan Data - Digital Radiography & Digital Radiology - MRI Images - Myocardial Perfusion Scans	Adult: 7 years Minors: 4 years from age of majority	Electronic or Paper	Operations Director, Radiology
RAD-2017-019	Radiology Films - Digital Radiology	Adult: 7 years Minors: 4 years from age of majority	Electronic	Operations Director, Radiology
RAD-2017-020	Radiology Surveys (Records related to surveys to evaluate radiation levels, concentrations or quantities of radioactive materials, and potential radioactive hazards that could be present. Includes surveys of physical radiation for the purpose of determining whether each sealed source is in its shielded position prior to securing the radiographic device, storage container, or source changes in a storage area. The entire device is surveyed including the source guide tube.)	3 years	Paper	Administrator, Radiation Oncology



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(1) New Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	MHS Contact
RAD-2017-021	Radiotherapy credentials, licenses, and certifications For each person providing diagnostic and therapeutic radiation, imaging, and nuclear medicine services including formal training, on the job education, and continuing educational credits.	7 years after termination of employment	Paper	Administrator, Radiation Oncology
RAD-2017-022	Records documenting the prevention of unnecessary radiological exposure to humans and the environment.	Until termination of license or registration	Paper	Administrator, Radiation Oncology
RAD-2017-023	Testing Entry Control Devices Records related to testing of entry control devices to secured areas housing high levels of radiation. Includes: date, time and results of each test.	3 years	Paper	Administrator, Radiation Oncology
RESEARCH RECORDS				
RES-2017-001	Human Subject/Institutional Review Board Research Proposals Includes statements of significant new findings.	Pregnant Women/Minors 22 years; Device Studies 4 years after they receive FDA approval; all other 4 years	Electronic or Paper	Manager, Institutional Review Board
RES-2017-002	Institutional Review Board -- meeting minutes	Pregnant Women/Minors 22 years; Device Studies 4 years after they receive FDA approval; all other 4 years	Electronic or Paper	Manager, Institutional Review Board
RES-2017-003	Institutional Review Board - member lists and procedures	Permanent	Electronic or Paper	Manager, Institutional Review Board
RES-2017-004	Research contracts and grants and financial-related records	Pregnant Women/Minors 22 years; Device Studies 4 years after they receive FDA approval; all other 4 years	Electronic or Paper	Director, Research Administration Business Office
RES-2017-005	Research project files Includes signed informed consents, regulatory binder, and project-specific documentation	Pregnant Women/Minors 22 years; Device Studies 4 years after they receive FDA approval; all other 4 years	Electronic or Paper	Research Principal Investigator