

STATE OF NEW JERSEY



MUNICIPAL HEALTH CARE FACILITIES

M650000-006

Records Retention and Disposition Schedule		Agency: M650000	Schedule: 006	Page #:1 of 27
Department:	MUNICIPAL HEALTH CARE FACILITIES	Agency Representative:	ELAINE M. WHITE	
Division:		Title:		
Bureau:		Phone #:		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
	8/22/2002		9/19/2002

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Executive Offices and General Records										
0001-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0002-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0003-0000	Articles/Certificates of Incorporation		X				Permanent		Retain at Agency	
0004-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0005-0000	By-Laws of the Hospital Board		X				Permanent		Retain at Agency	
0006-0000	Certificate of Need Application	X	X				10 Years After completion of project		Destroy	
0007-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0008-0000	Deeds		X				7 Years After transfer of title		Destroy	
0009-0000	General Record Series Deleted - See County and Municipal General Schedule.									

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:2 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0010-0000	Employee Opinion Surveys/Suggestions						3 Years		Destroy	
0011-0000	Financial Transaction Status Reports									
0011-0001	Financial Transaction Status Reports (Original)	X					3 Years		Destroy	
0011-0002	Financial Transaction Status Reports (Copy)	X					As updated		Destroy	
0012-0000	Licensure Files --- Includes: license, renewals, correspondence, and surveys by the Department of Health. License is renewed annually.		X				3 Years After expiration		Destroy	
0013-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0014-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0015-0000	Organization Charts									
0015-0001	Organization Charts (Original)		X				Permanent		Retain at Agency	
0015-0002	Organization Charts (Copy)						Periodic review		Destroy	
0016-0000	Policy and Procedures Manuals									
0016-0001	Policy and Procedures Manuals (Original)		X				Permanent		Retain at Agency	
0016-0002	Policy and Procedures Manuals (Copy)						3 Years After update		Destroy	
0017-0000	Quality Assurance Reports - Departmental (Copy)						3 Years		Destroy	
0018-0000	Research Reports and Studies		X				Permanent		Retain at Agency	
0019-0000	Statistical Reports									

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0019-0001	Statistical Reports - Annual		X				Permanent		Retain at Agency	
0019-0002	Statistical Reports - Quarterly and Monthly						3 Years		Destroy	
0019-0003	Statistical Reports - Weekly						1 Years		Destroy	
0019-0004	Statistical Reports - Daily						1 Months		Destroy	
0019-0005	Statistical Reports - (Copy)						Periodic review		Destroy	
Human Resources/Personnel										
0050-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0052-0000	Residency Personnel File		X				65 Years		Destroy	
0053-0000	Student Education File --- Includes: grades, evaluation, and work schedules, etc.		X				65 Years		Destroy	
0054-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0055-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0056-0000	Student Application Log/Intern Register		X				65 Years		Destroy	
0057-0000	Residents Surgical Procedures Performed --- Consists of a listing containing names of residents and procedure performed during four (4) year residency.						20 Years		Destroy	
0058-0000	Employee Medical Records		X				40 Years		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Planning									
0100-0000	Planning Subject File --- Used for long range planning and development of the hospital.									
0100-0001	Planning Subject File - Plans		X				Permanent		Retain at Agency	
0100-0002	Planning Subject File - Workpapers						Periodic review		Destroy	
	Marketing - Auxiliary									
0150-0000	Donor Files --- Include: name, address, and amount of donation.	X					3 Years After update		Destroy	
0151-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0152-0000	News Clippings and Ads						3 Years		Destroy	
0153-0000	Prospect Cards --- Consist of index cards of prospective donors for fund raising.	X					3 Years After update		Destroy	
	Marketing - Public Relations									
0200-0000	Photographs						Permanent		Retain at Agency	
0201-0000	Press Releases						Permanent		Retain at Agency	
0202-0000	Public Service Announcements						Permanent		Retain at Agency	
0203-0000	Publications									
0203-0001	Publications (Original)						Permanent		Retain at Agency	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:5 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0203-0002	Publications (Copy)						Periodic review		Destroy	
Marketing - Volunteer Services										
0250-0000	Sign-In Sheets						3 Years		Destroy	
0251-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0252-0000	Training Materials and Handouts						3 Years After update		Destroy	
0253-0000	Volunteer Application Files - Adult and Junior --- Include: application, reference letters, interview sheet, check sheet, and Utilization Form which indicates position, needs, job description and placement.						6 Years After termination of employment		Destroy	
Education										
0300-0000	Educational Programs --- Includes: manuals and program outlines, etc.						3 Years After update		Destroy	
0301-0000	Education Training Files --- Includes: R.N., L.P.N., Unit Secretaries and Nursing Technicians. Contains test booklets and results.						6 Years After termination of employment		Destroy	
Education - In-Service Education										
0350-0000	Cardio - Pulmonary Resuscitation (CPR) Training --- Includes: test results, test booklets, test result strips, and skill sheet.						3 Years		Destroy	
0351-0000	CPR Certificate Roster						3 Years		Destroy	
0352-0000	First Aid Roster						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:6 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0353-0000	Screening Registration Form --- Includes: diabetes, hypertension, glaucoma, breast, colon-rectal and cholesterol screens, and information release form.						3 Years		Destroy	
Nursing - Administration										
0400-0000	Nursing Licenses (Copy)						6 Years After termination of employment		Destroy	
0401-0000	Nursing Schedules						6 Years		Destroy	
0402-0000	Twenty-Four Hour Report						3 Years		Destroy	
Nursing - Ambulatory Care										
0450-0000	Ambulance Log Slips						6 Years		Destroy	
0451-0000	Ambulance Records Book/Register						10 Years After final entry		Destroy	
Nursing - Central Supply										
0500-0000	Equipment Use Record --- Records date used and by whom.						3 Years		Destroy	
0501-0000	Steam Sterilization Control Record --- Includes: Bouse-Dick chart test, graph, load card, gas sterilizer load card, and biological monitoring form, etc.						3 Years		Destroy	
0502-0000	Syringe and Needle Control Record						3 Years		Destroy	
0503-0000	Syringe and Needle Inventory Sheet	X					1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:7 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0504-0000	Syringe and Needle Worksheet						3 Years		Destroy	
0505-0000	Washer/Sterilizer Cleaning Log Sheet						3 Years		Destroy	
Nursing - Surgery/Operating Room										
0550-0000	Autoclave Graphs - Sterilization						3 Years		Destroy	
0551-0000	Birth Logs		X				Permanent		Retain at Agency	
0552-0000	Hospital Infection Statistical report						3 Years		Destroy	
0553-0000	Infection Report Form						3 Years		Destroy	
0554-0000	Operating Room Cancellation List						1 Years		Destroy	
0555-0000	Operating Room Charge Sheet (Copy) --- Original maintained by Finance.	X					3 Years		Destroy	
0556-0000	Operating Room Reservation Sheet						1 Years		Destroy	
0557-0000	Operating Room Log						10 Years		Destroy	
0558-0000	Patient Record (Copy) --- Used to monitor patient's progress after surgery. Original located in patient's medical record.						2 Years		Destroy	
0559-0000	Temperature and Humidity Log						3 Years		Destroy	
Nursing - Anesthesiology/Recovery Room										
0600-0000	Arthroscopy Video Tapes						5 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:8 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0601-0000	Crash Cart Checklist --- Lists: contents of each cart, date, and nurses signatures.						5 Years		Destroy	
0602-0000	Defibrillator Checklist						3 Years		Destroy	
0603-0000	Pre-Operative and Post-Operative Checklists						3 Years		Destroy	
0604-0000	Recovery Room Log --- Includes minor surgery and same-day surgery.						10 Years		Destroy	
0605-0000	Weekly Duty List/Schedule						6 Years		Destroy	
Nursing - Emergency Room										
0650-0000	Emergency Department Log and/or Card Files						3 Years		Destroy	
0651-0000	Emergency Room Daily Statistics						1 Years		Destroy	
0652-0000	Mobile Intensive Care Unit Audio Tapes						3 Years		Destroy	
Professional Services - Laboratory										
0700-0000	Blood Bank - Immunoematology Proficiency and Clinical Laboratory Test Reports (Copy) --- Includes: record of transfusions and cross matches. Originals maintained in patient medical record. May also include Test Requisitions						5 Years		Destroy	
0701-0000	Appointment Log						3 Years After final entry		Destroy	
0702-0000	Blood Bank Register		X				Permanent		Retain at Agency	
0703-0000	Exfoliative Cytology Reports - Pap Smears									

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0703-0001	Exfoliative Cytology Reports - Positive or Questionable Result						50 Years		Destroy	
0703-0002	Exfoliative Cytology Reports - Negative Result						2 Years		Destroy	
0704-0000	Graphs --- Printouts indicating barbiturates, alcohol, cocaine, and opiates, etc.						2 Years		Destroy	
0705-0000	Instrument Maintenance Reports/Machine Calibrations						7 Years		Destroy	
0706-0000	Laboratory Test Log Books						7 Years After final entry		Destroy	
0707-0000	Machine Log						7 Years		Destroy	
0708-0000	Quality Control reports - Blood Bank						7 Years		Destroy	
0709-0000	Workbooks - Urine Screening Tests						2 Years		Destroy	
0710-0000	Specimen Records --- Includes: identifying information, test results and reports. Also used for Quality Control and Proficiency Test Results									
0710-0001	Specimen Reports - Immunohematology - Blood Bank --- Test Reports, Test Results, and Identifying Information						10 Years		Destroy	
0710-0002	Specimen Records - Pathology Test Reports		X				20 Years		Destroy	
0710-0003	Specimen Records - General Test Reports						2 Years		Destroy	
0711-0000	Bone Marrow Reports						20 Years		Destroy	
0712-0000	Blood Bank Donor and Recipient Cards						5 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:10 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0713-0000	Blood Bank Employee Signatures, Initials and Identification Codes						5 Years After termination of employment		Destroy	
0714-0000	Accession Log						2 Years		Destroy	
0715-0000	Laboratory Test Request						5 Years		Destroy	
Professional Services - Pathology										
0750-0000	Autopsy Reports (Copy) --- Original maintained in Medical Records.						20 Years		Destroy	
0751-0000	Death Register Books		X				Permanent		Retain at Agency	
0752-0000	Death Slips and Mortician's Releases						6 Years		Destroy	
0753-0000	Pathology Report on Lab Results (Copy) --- Original located in patient's medical record.						10 Years		Destroy	
Professional Services - Psychiatry										
0800-0000	Social Services Patient Files - Notes and Workpapers		X				10 Years From most recent discharge or age 23, whichever is longer		Destroy	
0801-0000	Social Services Patient Files - Summary Sheet		X				20 Years		Destroy	
0802-0000	Social Services Patient Files - Index		X				20 Years		Destroy	

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Professional Services - Pediatrics										
0850-0000	Nursery Daily Statistics						3 Years		Destroy	
0851-0000	Pneumogram									
0851-0001	Pneumogram - Interpretation Report		X				23 Years		Destroy	
0851-0002	Pneumogram - Graph						5 Years		Destroy	
Professional Services - Cardiopulmonary										
0950-0000	Electrocardiograms/Echocardiograms									
0950-0001	Electrocardiograms/Echocardiograms - Diagnostic and Interpretation Report		X				10 Years After recorded discharge of mortgage or 3 yrs after expiration of lease		Destroy	
0950-0002	Electrocardiograms/Echocardiograms - Graphs						5 Years		Destroy	
0951-0000	Holter Monitor									
0951-0001	Holter Monitor - Diagnostic and Interpretation Report		X				10 Years After recorded discharge of mortgage or 3 yrs after expiration of lease		Destroy	
0951-0002	Holter Monitor - Graph						5 Years		Destroy	

* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:12 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0952-0000	Machine Calibration Log - Professional Services - Cardiopulmonary						Life of the instrument plus 2 yrs		Destroy	
0953-0000	Outpatient Medical Charts		X				10 Years After most recent discharge or age 23, whichever is later		Destroy	
0954-0000	Work Schedules - Professional Services - Cardiopulmonary						3 Years		Destroy	
Professional Services - Neuro-Sciences										
1000-0000	Electroencephalograms									
1000-0001	Electroencephalograms - Explanation and Interpretation Report		X				10 Years After most recent discharge or age 23, whichever is later		Destroy	
1000-0002	Electroencephalograms - Graphs						5 Years		Destroy	
1001-0000	Machine Calibration Log - Professional Services - Neuro-Sciences						Life of the instrument plus 2 yrs		Destroy	
1002-0000	Work Schedules - Professional Services - Neuro-Sciences	X					6 Years		Destroy	
Professional Services - Dietary										
1050-0000	Cashier Tapes - Cafeteria	X					3 Years		Destroy	
1051-0000	Diet Information Sheet - Daily						1 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:13 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1052-0000	Dietary Instructions Log						3 Years After final entry		Destroy	
1053-0000	Food Tally - Daily Production Sheet	X					3 Years		Destroy	
1054-0000	Patient Meal Count - Daily	X					3 Years		Destroy	
Professional Services - Diagnostic and Therapeutic Services										
1100-0000	Outpatient Files		X				10 Years After most recent discharge or age 23, whichever is later		Destroy	
1101-0000	Respiratory Therapy Patient Kardex Index Cards						3 Years After most recent discharge		Destroy	
Professional Services - Pharmacy Records										
1150-0000	Antibiotic Sensitivity Patterns - Graph						5 Years		Destroy	
1151-0000	Barbiturate Records						5 Years		Destroy	
1152-0000	Narcotic Books and Records						5 Years		Destroy	
1153-0000	Patient Profile Record System --- Contains: patients address, name, age group, date medication is dispensed, prescription number or designation, strength and quantity of drug dispensed, initial of dispensing pharmacist, and date of refill.						5 Years From date of last entry in profile record		Destroy	N.J.A.C. 13:39-9.43.
1154-0000	Pharmacist/Intern Signature and/or Initial Identification						5 Years After termination of employment		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:14 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1155-0000	Pharmacy Requisition	X					6 Years		Destroy	
1156-0000	Prescription Books						5 Years After last entry		Destroy	
Professional Services - Housekeeping										
1200-0000	Daily Patient Interview Form						3 Years		Destroy	
1201-0000	Daily Supervisor's Report						3 Years		Destroy	
1202-0000	Linen Inventory	X					3 Years		Destroy	
1203-0000	Patient Dismissal Notice to Housekeeping						3 Years		Destroy	
1204-0000	Project List - Work Order	X					3 Years		Destroy	
1205-0000	Supply Inventory	X					3 Years		Destroy	
1206-0000	Weekly Inspection Report						3 Years		Destroy	
Professional Services - Patient Management										
1250-0000	Appeals --- Hospital costs appeals filed by patients.	X					6 Years After final payment or settlement		Destroy	
1251-0000	Diagnosis Related Group Analysis Files --- Includes a financial and clinical analysis of services provided.	X					6 Years		Destroy	
1252-0000	Incident Reports									
1252-0001	Incident Reports (Original)						6 Years		Destroy	
1252-0002	Incident Reports (Copy)						Periodic review		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:15 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1253-0000	Patient Complaint Files and Litigation Case File	X					6 Years After final payment or settlement		Destroy	
1254-0000	Social Services Discharge Planning File (Copy) --- Includes individual patient worksheet and referral notes. Original maintained in medical records.						3 Years After discharge		Destroy	
Professional Services - Radiology										
1300-0000	Annual Reports of Radiation Surveys		X	X			Permanent		Retain at Agency	
1301-0000	Daily Calibration Standards Check in Does Calibrator		X	X			10 Years		Destroy	
1302-0000	Daily Check of Incoming and Outgoing Materials						2 Years		Destroy	
1303-0000	Daily Dose Report per Patient						2 Years		Destroy	
1304-0000	Daily Flood Check - Nuclear Camera Check						10 Years		Destroy	
1306-0000	Daily Radiation Monitoring Report		X				10 Years		Destroy	
1307-0000	Daily Radiation Survey - Area of Injection		X				10 Years		Destroy	
1308-0000	Daily Survey Meter Check						2 Years		Destroy	
1309-0000	Equipment Quality Testing - Monthly Report						10 Years		Destroy	
1310-0000	Individual Monthly Badge Report		X				10 Years After termination of employment		Destroy	
1311-0000	Individual Report of Radiation Exposure (JCAHO)		X				10 Years After termination of employment		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:16 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1312-0000	License Files - Nuclear Regulatory Commission (NRC) --- Includes federal and state licenses required for the operation of radiation emitting equipment.		X				10 Years After expiration		Destroy	
1313-0000	Nuclear Radiation Technologist Certification		X				10 Years After expiration		Destroy	
1314-0000	Patient Cards --- Used to provide an x-ray history of a patient.						10 Years After inactive		Destroy	
1315-0000	Patient Sign-In Roster						3 Years After final entry		Destroy	
1316-0000	Register of all Radiation Producing Equipment		X				10 Years After disposition of equipment		Destroy	
1317-0000	Semiannual Survey of Calibration Standards Retested						3 Years		Destroy	
1318-0000	Semiannual Survey Report of Meters Recalibrated and Re-tested						3 Years		Destroy	
1319-0000	Weekly Bar Phantom Check Report - Calibration Report						3 Years		Destroy	
1320-0000	Weekly Radiation Survey of Entire Radiology Department						3 Years		Destroy	
1321-0000	Work Schedules - Professional Services - Radiology		X				6 Years		Destroy	
1322-0000	X-Ray Films						5 Years		Destroy	
1323-0000	X-Ray Interpretation (Copy) --- Original maintained in Medical Record.						5 Years		Destroy	
1324-0000	X-Ray Technician Certification						10 Years After expiration		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:17 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1325-0000	Inventor of all Sealed Radioactive Materials						3 Years		Destroy	
1326-0000	Sealed Source Records - Leak Tests						3 Years		Destroy	
1327-0000	Unsealed Source Records - Area Contamination Wipe Tests						3 Years		Destroy	
1328-0000	Survey of Radioactive Material Received						3 Years		Destroy	
1329-0000	Survey of Waste Generated in Controlled Areas						3 Years		Destroy	
1330-0000	Nuclear Medicine Dose Calibrator - Constancy Test, Linearity Test, Accuracy Test and Geometry Test						3 Years		Destroy	
1331-0000	Nuclear Medicine Radiopharmaceutical Dosage - Dose Determination Test						3 Years		Destroy	
1332-0000	Nuclear Medicine Imaging Service - Uniformity Test and Resolution Test						3 Years		Destroy	
1333-0000	Nuclear Medicine Well Counter - Constancy Test						3 Years		Destroy	
1334-0000	Mammograms - X-rays and Interpretive Report		X				10 Years		Destroy	(21 CFR 900.12 (c)4)
Professional Services - Radiology										
1335-0000	Radiation Oncology Treatment Patient Records		X				2 Years After death of patient or until patient obtains age 90, or for 5 yrs, whichever is longer		Destroy	(N.J.A.C. 8:43G-28.16 (b))

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:18 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
Finance										
1350-0000	Census --- Statistical reports that provide total number of admission, discharges, transfers, and deaths.									
1350-0001	Census - Annual						6 Years		Destroy	
1350-0002	Census - Monthly and Quarterly						3 Years		Destroy	
1350-0003	Census - Weekly						1 Years		Destroy	
1350-0004	Census - Daily						1 Months		Destroy	
1350-0005	Census (Copy)						As updated		Destroy	
1351-0000	Daily Bed Count						3 Years		Destroy	
Finance - Admissions/Registration										
1400-0000	Admission Register/Log						3 Years		Destroy	
1401-0000	Daily Reservation Sheets						1 Years		Destroy	
Finance - Budget and Reimbursements										
1450-0000	Annual Hospital rate Submission	X	X				20 Years		Destroy	
1451-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1452-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1453-0000	General Record Series Deleted - See County and Municipal General Schedule.									

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1454-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1455-0000	Hospital Rate Appeals	X					7 Years After settlement		Destroy	
1456-0000	Medicare Cost Reports	X					3 Years		Destroy	
1457-0000	Monthly Detail Analysis Report	X								
1457-0001	Monthly Detail Analysis Report (Original)	X					3 Years		Destroy	
1457-0002	Monthly Detail Analysis Report (Copy)	X					As updated		Destroy	
Finance - Accounting										
1500-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1501-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1502-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1503-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1504-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1505-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1506-0000	General Record Series Deleted - See County and Municipal General Schedule.									

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1507-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1508-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1509-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1510-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1511-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1512-0000	General Record Series Deleted - See County and Municipal General Schedule.									
1513-0000	General Record Series Deleted - See County and Municipal General Schedule.									
Finance - Patient Billing										
1550-0000	Assessment Reports of Patients Accounts - Monthly Status Report	X					3 Years		Destroy	
1551-0000	Cash Receipts	X					6 Years		Destroy	
1552-0000	Departmental Allowance Reports						3 Years		Destroy	
1553-0000	Insurance Carriers Vouchers	X					6 Years		Destroy	
1554-0000	Monthly Agency Payment Report --- Lists paid and open accounts.	X					3 Years		Destroy	
1555-0000	Monthly Payment Register	X					6 Years		Destroy	

* P - Public, C - Confidential

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1556-0000	Monthly Trial Balance --- Lists all costs per patient.	X					3 Years		Destroy	
1557-0000	Patient Billing File --- Includes: Admission Form (Copy), verification documentation, insurance company correspondence, detailed billing list, and uniform bill.	X					6 Years After final action or write-off		Destroy	
1558-0000	Record of Refund	X					6 Years		Destroy	
Finance - Materials Management/Procurement										
1600-0000	Cost Containment Report - Cost Savings Report	X								
1600-0001	Cost Containment Report - Annual	X					Permanent		Retain at Agency	
1600-0002	Cost Containment Report - Monthly	X					3 Years		Destroy	
1601-0000	Itemized Listing of Receivables	X	X							
1601-0001	Itemized Listing of Receivables - Monthly	X					3 Years		Destroy	
1601-0002	Itemized Listing of Receivables - Daily	X					1 Years		Destroy	
1602-0000	General Record Series Deleted -See County and Municipal General Schedule.									
1603-0000	General Record Series Deleted - See County and Municipal General Schedule.									
Transportation Services										
1650-0000	Escort Assignment Slip	X					2 Years		Destroy	
1651-0000	Transport Travel Log	X					3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:22 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1652-0000	Vehicle Maintenance File	X					6 Years After disposition of vehicle		Destroy	
Medical Records										
1700-0000	Fetal Monitoring Strips						23 Years		Destroy	
1701-0000	Medical Records - Inpatient/Outpatient --- Includes all disciplines									
1701-0001	Individual Patient Charts --- Contains: bedside notes, admission form, medical chart, medication prescribed, emergency room report, Ambulatory Care Services Report, and all required documentation according to licensing and accreditation bodies.		X				10 Years After most recent discharge or age 23, whichever is later		Destroy	
1701-0002	Discharge Summary Sheet		X				20 Years		Destroy	
1701-0003	Medical Records of Deceased Individuals		X				10 Years		Destroy	
1702-0000	Subpoenas and Related Correspondence						3 Years After final action		Destroy	
Security										
1750-0000	Daily Incident Log/Daily Blotter						3 Years After final entry		Destroy	
1751-0000	Incident Reports						3 Years		Destroy	
Maintenance										
1800-0000	Air Conditioning/HVAC Filter Change Log						3 Years After final entry		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:23 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1801-0000	Annual Boiler Inspection Report						3 Years		Destroy	
1802-0000	Building Plans and Specifications		X				Permanent		Retain at Agency	
1803-0000	Conductivity Testing of Electrical Receptacles - Annual						3 Years		Destroy	
1804-0000	Emergency Generator Log						3 Years		Destroy	
1805-0000	Fire Prevention Checklist									
1805-0001	Fire Prevention Checklist - Annual Report						6 Years		Destroy	
1805-0002	Fire Prevention Checklist - Quarterly Report						3 Years		Destroy	
1806-0000	Fire/Electrical Safety Training Programs --- Includes: course outlines, handouts, and brochures, etc.						3 Years After update		Destroy	
1807-0000	Freezer Temperature Readings Log						3 Years After final entry		Destroy	
1808-0000	Monthly Fire Drill Report						3 Years		Destroy	
1810-0000	Operating Engineer's Daily Log						6 Years After final entry		Destroy	
1811-0000	Preventive Maintenance Duct Cleaning Report						3 Years		Destroy	
1812-0000	Quarterly Inspection Report of Operating Room Equipment						3 Years		Destroy	
1813-0000	Quarterly Sewer Cleaning Inspection Room						6 Years		Destroy	
1814-0000	Sprinkler Inspection Semiannual Report						3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:24 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1815-0000	Trash Incineration Daily Report --- Consists of: statistical report on amount of trash incinerated, boxes of needles, hazardous waste, medical waste, weight and temperature.	X					6 Years		Destroy	
Medicine Division										
1850-0000	Daily Consultations with Other Departments --- Concerning Medication Given to Patients.						2 Years		Destroy	
1851-0000	Explorations and Discharges - Records of Results of Medications Given (Research)						Permanent		Retain at Agency	
1852-0000	Residency Certificates						Permanent		Retain at Agency	
1853-0000	Student Applications - Unsuccessful						3 Years		Destroy	
Infection Control										
1900-0000	Antibiotic Audit Survey Report						3 Years		Destroy	
1901-0000	Environmental Sanitation Inspection Report						3 Years		Destroy	
1902-0000	Immediate/Infection Report Form Received From Nurses/Doctor						3 Years		Destroy	
1903-0000	Weekly Report of Antibiotic Orders	X					5 Years		Destroy	
Quality Assurance										
1950-0000	Program Assessment/Evaluation Reports/ Periodic/Program Audit Reports	X					3 Years		Destroy	
1951-0000	Quality Assurance Annual Evaluations	X	X				Permanent		Retain at Agency	
1952-0000	Quality Assurance Investigative Case Files --- Contains Quality Assurance Problem Identification Log and all supporting documentation.	X					6 Years After problem is resolved		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:25 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1953-0000	Quality Assurance Reports --- Contains clinical disciplines and ancillary departments monthly and quarterly summary reports.	X					6 Years		Destroy	
Program Evaluation/Joint Commission Accreditation Health Organizations (JCAHO)										
2000-0000	Facility and Program Evaluation Inspection Reports --- Includes: goals and objectives, quarterly progress reports, final progress reports, evaluations, and surveys. Evaluations are conducted every three (3) years.	X					6 Years		Destroy	
2001-0000	Problem Identification Summary --- Used to indicate and track problems.	X					6 Years		Destroy	
2002-0000	Special Reporting and Evaluation Reports	X	X				Permanent		Retain at Agency	
Utilization										
2050-0000	Emergency Services Review	X					3 Years		Destroy	
2051-0000	Federal and Non-Federal Termination of Benefits Letters	X					6 Years		Destroy	
2052-0000	Hospital Patient Stay Review --- Includes inappropriate length of stay letters and replies.	X					3 Years		Destroy	
2053-0000	Investigative Case File --- Includes problem identification sheet.						6 Years After problem is resolved		Destroy	
2054-0000	Patient Care Monitoring Forms (Evaluation)						3 Years After discharge		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:26 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2055-0000	Patient Discharge Forms - Billing --- Includes: insurance carrier coverage forms, denial of benefit letters, charge slips, and physicians review recommendation.	X					6 Years		Destroy	
2056-0000	Public Welfare Certification of Coverage	X					6 Years		Destroy	
Rehabilitation Services										
2100-0000	Attendance Sign-In Book						6 Years		Destroy	
2101-0000	Charge Slips	X					3 Years		Destroy	
2102-0000	Combined Activity Analysis						6 Years		Destroy	
2103-0000	Contracts/Agreements for Services	X					6 Years After termination of contract		Destroy	
2104-0000	Daily Progress Statistical Report --- Lists: patients, date of visits, length of time, classification or degree of difficulty, patients not attending, discharges, and charges.	X					3 Years		Destroy	
2105-0000	Education Program --- Includes: attendance sheet, agenda, and bank account.						6 Years		Destroy	
2106-0000	Electromyogram (E.M.G.)									
2106-0001	Electromyogram (E.M.G.) - Diagnostic Interpretation Report		X				10 Years From most recent discharge or age 23, whichever is longer		Destroy	

Records Retention and Disposition Schedule				Agency: M650000			Schedule: 006		Page #:27 of 27	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2106-0002	Electromyogram (E.M.G.) - Graphs						5 Years		Destroy	
2107-0000	Inventory and Release Form for Physical Therapy Equipment						6 Years		Destroy	
2108-0000	Patient Medical Record - Outpatient --- Includes: medical chart, progress notes, orders, and admission form.		X				10 Years From most recent discharge or age 23, whichever is longer		Destroy	
2109-0000	Patient Medical Discharge Summary - Outpatient		X				20 Years		Destroy	
2110-0000	Patient Kardex						As updated		Destroy	
2111-0000	Speech Therapist Licenses (Copy)						6 Years After termination of employment		Destroy	
2112-0000	Training Request						3 Years After completion of training		Destroy	
2113-0000	Work Schedule	X					6 Years		Destroy	