TITLE: RECORDS RETENTION
Policy No: GEN-IM-144

Date Issued: January 1996	**Source/Reference:** Joint Commission CAMH 2009 RC.01.05.01
Date Reviewed: February 1999, April 2002, August 2005, May 2009	
Date Revised: February 1999, May 2009, March 2013, January 2014	**Departments Affected:** All
Author: Administration	

POLICY STATEMENT: Silverton Health (SH) medical and administrative records will be maintained for the period specified below in accordance with legal requirements.

Destruction: The destruction of protected health information (PHI) will be carried out in accordance with the Health Insurance Portability and Accountability Act (HIPAA) and Federal and State laws. All PHI will be destroyed in a manner in which it cannot be recovered or reconstructed.

1. Paper documents will be destroyed by shredding through the institution's contracted destruction company.
2. Confidential information on computerized media must be destroyed by reformatting or actual physical destruction of the media to prevent retrieval of data. Destruction of information of clinical or other health care devices are to be coordinated with the Information Services Department.
3. Electronic records will be purged from accessible servers at the end of the following retention timelines.
4. Disposal of radiology films containing PHI are destroyed by the contracted film recycler.

PROCEDURE

Medical Records:

1. Medical records shall be maintained for a minimum period of 10 years after the date of last discharge. These records include emergency room records, OB/outpatient referral records (OB checks, non-stress tests, diet consults, misc. outpatient, etc.), outpatient surgery records, inpatient records, and ancillary service records. OAR 333-505-0050(15) and 42CFR 482.24(b)(1)
2. Minor records shall be kept for a minimum of 18+ 3 years, but at least 10 years. 42CFR 405.2139(e)
3. Silverton Health retains newborn and labor/delivery records for a minimum period of 25 years from date of discharge.

Registers and Indices: OAR 333-505-0050(8)

1. Indefinitely:
   - Patient's register of admissions and discharges.
   - Patient's master index.
   - Register of all deliveries.
   - Register of all deaths.
   - Register of operations.

2. 7 Years:
   - Register of outpatients.
   - Emergency Department register.
3. 20 Years - Blood banking register. OAR333-520-0030(3)

Diagnostic Imaging and Respiratory Therapy Records:
1. The original clinical records or photographic or electronic facsimile thereof, not otherwise incorporated in the medical record, such as X-rays, electrocardiograms, electroencephalograms, and radiological isotope scans shall be retained for seven years after patient's last discharge. ORS 333-505-050(19) and 42CFR 482.26
2. Mammogram records must be retained for a period of 10 years. Federal Register Volume 62, 208(e)

Laboratory Records:
1. Cytology and Pathology Reports are to be kept for at least 10 years.
2. Immunohematology records and complete records for each specimen examined, including quality control, shall be kept for 6 years. OAR 333-024-0050(2), 42CFR 485.638, 42CFR 491.10
3. Blood transfusion records will be kept for a period of 10 years. FDA, OPHL

Employee Health Records: Employee Health Records must be maintained for the period of employment plus 30 years, unless the employee worked less than a year and the records were provided to the employee upon termination of employment. 29CFR 1910.1020(i)

Infection Control Records: Infection Control Records will be kept a minimum of 10 years.

Occupational Health & Safety Records:
1. Medical records for testing and treatment of hazardous materials or bloodborne pathogen exposures shall be preserved and maintained for 30 years from the date of last exposure. 29CFR 1910.1020(12b)
2. Employee treatment records for an occupational injury must be kept for a period of at least 10 years.
3. Fitness for Duty exams and ongoing Fitness for Duty exams will be kept for a period of 3 years after termination.
4. Results of tests and examinations for required annual monitoring for employees in hazardous exposure occupations must be retained for at least 40 years or the duration of employment plus 20 years, whichever is longer. OSHA
5. The Safety Officer manages the SDS Data Sheets online. A log of the identity of each substance or agent from the SDS sheets, where it was used, and when it was used will be retained by the Safety Officer for at least 30 years. 29CFR 1910.1020(12b)

Pharmaceutical Records: All Pharmacy prescriptions and records must be maintained for a minimum of 3 years. OAR 855-041-1020

Hospital Business Records:
1. Accounting Records:
   a. Permanent:

- Contracts, mortgages, notes and leases still in effect.
- Retirement Plan documents
- Legal and tax exemption correspondence.
- Debts, mortgages, bills of sale.
- Tax Returns
- Minute books of directors, bylaws, and charter (including committee meetings).
- Property records, including costs, depreciation reserves, blueprints, and plans.
- Accreditation records.

b. 7 years:
- Audit reports.
- Cash books.
- Chart of accounts.
- Depreciation schedules.
- Year-end financial statements.
- General ledgers, year-end trial balance.
- Property appraisals by outside appraisers.
- Training manuals.
- Journals.

c. 10 Years:
- Hospital policies (from date of replacement or retirement).
- Quality Management Memos.

d. 7 Years:
- Accident reports and claims.
- Accounts payable ledgers and schedules.
- Accounts receivable ledgers and schedules.
- Canceled checks.
- Expired contracts, mortgages, notes and leases.
- Expense distribution schedule.
- Inventories of products, materials and supplies.
- Purchase orders.
- Plant cost ledgers.
- Charge slips.
- Patient's account records.
- EOBs.
- Notary log.

e. 7 Years:
- Bank statements and reconciliation.
- Petty cash vouchers.
- General correspondence.
- Bank reconciliations.
- Duplicate deposit slips.
- Minute of various committees and subcommittees.

2. Staff Development Records:
   a. Staff training records and logbooks - 5 years.
   b. Safety Committee Minutes will be kept for a period of 3 years.
3. Volunteer Records - Personnel records of volunteers will be kept for a period of 5 years.
4. Human Resource Records:

a. Personnel records - 7 years after termination.
b. I-9 forms - 3 years after date of employee's hire or 1 year after termination, whichever is later.
c. OSHA forms 200 and 101 - 5 years.
d. Employee medical records - 30 years.
e. Employee payroll records - 7 years.
f. Job advertisements - 1 year.
g. Job descriptions - 2 years.
h. Expired insurance policies - 3 years.
i. Collective bargaining agreements - indefinitely.
j. Other union agreements and records - indefinitely.
k. Insurance records, current accident reports, claims, policies - indefinitely.

Medical Staff Records:

1. 25 Years
   - Medical Staff Bylaws.
   - Medical Staff Minutes.
2. 10 Years (after termination from staff):
   - MS Personal Documents.
   - Applications.
   - Certification.
   - Licenses.
   - Credentials.
   - Privilege Lists.
   - Evaluations.
   - Quality/utilization.
   - Peer Review Data including related Quality Management Memos.

Approvals: Policy Review Team 10/11/13, Chief Operating Officer – Physician Services 1/10/14

Related Policies: