

SUNY RECORDS RETENTION AND DISPOSITION SCHEDULE

HEALTH INFORMATION

**HEALTH INFORMATION (in student health centers, hospitals, long term care, rehabilitation and home health agencies)**

**NOTE:** Paper records may be destroyed after scanning or microfilming, with digital and microfilm versions replacing the original for retention purposes.

Record	RDA	Content	Minimum Retention	Notes	Reason for Proposed Time
<p><b>1. Health Center Student Medical Records</b></p>	<p>22235</p>	<p>All medical and psychiatric information (college entrance physical report doctor &amp; nurse notes, lab and x-ray reports, any and all correspondence) regarding student health or anyone treated at campus health centers.</p>	<p>7 years</p>	<p>This does not apply to patient medical records maintained at University Medical Centers.</p>	<p>Sufficient to meet administrative operational needs; min. 8 NYCRR 29.2.  10 NYCRR 405.10(a)(4)</p>
<p><b>2. Patient Medical Record</b></p>	<p>22236</p>	<p>All components of patient medical/clinical record paper or electronic in all types of facilities (hospitals, long term care, rehabilitation and home health agencies) including Email with patient relevant to care and treatment (print and retain —delete from electronic storage).</p>	<p>21 years, but not less than 1 year after any minor patient reaches the age of 21 years</p>		<p>8 NYC RR 29.2  10 NYCRR 405.10 (a) (4) min 6 years</p>

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<p><b>3. Tracings, recordings which are not contained in the patient medical record</b></p>	<p>22237</p>	<p>EMG, EEG, Photographs, Fetal Heart Monitor Strips, EKC/ECG, Holter Monitor, Stress Test (paper or electronic), Radiology or Nuclear Medicine films, radiology images, films, scans, other images, tracings and recordings, that have not been incorporated into the medical record (paper or electronic).</p>	<p>21 years or as long as the patient's medical record is maintained, whichever is longer.</p>		<p>Necessary for administrative consistency and sufficient to meet administrative and operational needs</p>
<p><b>4. Mammogram</b></p>	<p>22238</p>	<p>Mammography films, images and reports-baseline and subsequent Paper or electronic</p>	<p>21 years</p>	<p>Paper records may <b>NOT</b> be destroyed.</p>	<p>10 NYCRR 16.22 (b)(2)</p>
<p><b>5. Testing Tools</b></p>	<p>22239</p>	<p>e.g. IQ or vocational tests</p>	<p>Until no longer needed</p>		<p>Sufficient to meet administrative operational needs.</p>
<p><b>6. Clinical and Anatomical Pathology, Transplant</b></p>	<p>22240</p>	<p>Records of pathology and transplant – anatomic and non-anatomic excluding test requests</p>	<p>21 years</p>		<p>42 CFR 486.330 min 7 years transplant records</p>
<p><b>7. Correspondence from other providers not merged into medical record</b></p>	<p>22241</p>	<p>Records of other providers which are</p>	<p>Retain as long as retain</p>		<p>Necessary for administrative</p>

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		not incorporated in to medical record and no care and treatment decisions based on material— correspondence in nature only	medical record		consistency.
<b>8. Patient transfer records and logs</b>	22242	All information regarding patient transfers that is not incorporated in to the patient medical records including logs and forms	10 years		42 CFR 489.20 (r) (1) min 5 years
<b>9. Indexes</b>	22243	Master Patient Index, Diagnostic and Procedures index, physician index, OR case index, Death index			
		a. For campus student health centers.	10 years		Sufficient to meet administrative operational needs and for research purposes
		b. For hospitals, long term care, rehabilitation and home health agencies.	<b>PERMANENT</b>		Sufficient to meet administrative operational needs and for research purposes.

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<b>10. Logs of Patient Treatment and Admissions</b>	22244	Scheduling, activity or other logs recording patient treatment and/or admissions.	10 years		Sufficient to meet administrative operational needs.
<b>11. Work Schedules and On-Call Schedules/Logs</b>	22245	On call schedules of physicians and schedules of hospital personnel	6 years		Sufficient to meet administrative operational needs.
<b>12. Birth Registry</b>	22246	Registry of all births	<b>PERMANENT</b>		
<b>13. Cytogenetics</b>	22247	Cytogenetics information and counseling records	25 years		Necessary to meet patient needs.
<b>14. Reproductive Tissue/Artificial Insemination/Implantation</b>	22248	all records relating to reproductive intervention	25 years		Necessary to meet patient needs.
<b>15. Transfusion and Blood Product Records</b>	22249	Records related to blood products or derivatives, allogenic and auto transfusion, cytapheresis and hematopoietic progenitor cell banks	21 years		Necessary for administrative consistency.
<b>16. Requisitions for Diagnostic tests</b>	22250	Paper and electronic	10 years		Sufficient to meet administrative operational needs.

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<b>17. ER Diversion Records</b>	22251	Records indicating diversionary status of general emergency department	6 years		Sufficient to meet administrative operational needs.
<b>18. Pharmacy Records of Controlled Substance Inventory, Disposal, Orders and Prescriptions</b>	22252	Paper and electronic	5 years		Education Law §6810.5 of & Public Health Law §3370.1
<b>19. HIPAA-Accounting of Disclosures Log</b>	22253	Records disclosures of medical record	6 years		45 CFR 164.528 8 (a) (1) min 6 years
<b>20. Release or Disposal of Human Remains</b>	22254	All records relating to release or disposal of remains following death	21 years following release or disposal		Sufficient to meet administrative operational needs.
<b>21. Environment of Care — environment and equipment</b>	22255	All records relating to clinical engineering, environment of care incidents, training, compliance and testing, maintenance and quality checks of life safety equipment	10 years		10 NYCRR 405.24 (c) (2) min 3 years
<b>22. Medical Device Reporting</b>	22256	Adverse Event Files	21 years		21 CFR 803.18 (c)
<b>23. Financial Statements and Records</b>	22257	All records which form the statistical and factual reports by the facility with the	10 years or 6 years following a disputed audit,		31 USC § 3731(b).

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		DOH and Medicare, including general hospital financial statements and patient billing records.	whichever is later		
<b>24. Medical Staff Credentialing</b>	22258	All applications and supporting material relating to credentialing and privileges	100 years		Keep for lifetime of applicant.
<b>25. Medical Staff Bylaws/Governing Body Records</b>	22259	All records of medical staff governance and governing body functions.	<b>PERMANENT</b>		Sufficient to meet administrative operational needs.
<b>26. Hospital Policies and Procedures</b>	22260	Administrative and Clinical written policies and procedures	<b>PERMANENT</b>		NYS Archive General Schedule [ 90208 Major Administrative Policies and Procedures.] Sufficient to meet administrative operational needs.
<b>27. Hospital and Medical Staff Committee Minutes</b>	22261		<b>PERMANENT</b>		
<b>28. Patient Complaints and Grievances</b>	22262	Correspondences and investigation material, grievance committee records	21 years		Sufficient to meet administrative operational

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					needs.
<b>29. Incident Reports</b>	22263	Relating to patient care, facilities or other events.	21 years		Sufficient to meet administrative operational needs.
<b>30. Infection Control</b>	22264	Relating to events, protocols, or other.	10 years		Sufficient to meet administrative operational needs.
<b>31. Quality Assurance Records /Peer Review/Quality Improvement/Patient Safety Evaluation System/Patient Safety Work Product Records</b>					
	22265	a. Quality assurance plan, including staff privileges review procedures:	<b>PERMANENT</b>		Compliance with NYS Archive General Schedule. CO-2 [Public Health 466]
		b. Relating to quality of care provided by individual hospital staff members.	10 years after termination of employment or medical staff membership.	including minutes, reports, patient safety work product, root cause analysis, and all other	
c. Relating to quality of care provided individual patient, when <b>not</b> duplicated in medical		Retain as long as medical case record.	documentation created during a quality assurance/quality improvement process		

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		case record:			
		d. Relating to more than one patient:	Retain as long as all relevant medical case records are retained.		
		e. Written authorization from providers to disclose patient safety work product.	6 years after the data of the		42 CFR 3.206
<b>32. Approvals and registrations relating to radiological equipment and materials</b>	22266	a. Approval to possess or use radioactive materials, received from New York State Department of Health, and related records.	3 years after facility no longer possesses or uses radiological materials		Compliance with NYS Archive General Schedule. CO-2 [Public Health 251]
		b. Registration of radiation-producing equipment with New York State Department of Health, and related records.	2 years after expiration or renewal		



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<b>33. Radiation-exposure records for an individual</b>	22267	a. Records of diagnostic misadministrations.	3 years		Compliance with NYS Archive General Schedule. CO-2 [Public Health 252]
		b. Records of therapeutic misadministrations.	6 years		
		c. Radiation-exposure data for an individual, including records of radioactive material deposited or retained in body.	0 after individual attains age 90		
<b>34. Records of occupational doses for an individual using radiation-producing equipment or radiological materials</b>	22268	a. Annual or other summary occupational dose records.	0 after individual attains age 90		Compliance with NYS Archive General Schedule. CO-2 [Public Health 888]
		b. Detailed occupational dose records.	0 after annual or other summary record containing this information is produced		
		c. Records of	0 after individual		

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		prior occupational dose.	attains age 90		
		d. Records of planned special exposures.	0 after individual attains age 90		
<b>35. Radiation equipment testing and inspection records</b>	22269	a. Regulatory inspection and audit records, including master summary record and "index card."	6 years after equipment no longer in use		Compliance with NYS Archive General Schedule. CO-2 [Public Health 253]
		b. Equipment accuracy testing records, including surveys, calibrations, measurements, and quality control tests.	3 years		
<b>36. Records of disposal, theft, loss, or excessive release of radiation</b>	22270	a. Records concerning theft or loss of radiation source, excessive release of radiation, or	<b>PERMANENT</b>		Compliance with NYS Archive General Schedule. CO-2 [Public Health 254]

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		excessive exposure of individual to radiation, including documentation of notification.			
		b. Record of disposal by burial in soil.	<b>PERMANENT</b>		
		c. Records of authorized transfer or receipt, or issue and return of radiation source or radioactive materials, or disposition by incineration or release into sanitary sewer system.	6 years		
<b>37. Radiation program safety records</b>	22271	a. Records documenting provisions of program.	3 years after program ceases to exist		Compliance with NYS Archive General Schedule. CO-2 [Public Health 889]
		b. Audits and other reviews of program content and	3 years		

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		implementation			
		c. Records documenting specific instructions given to workers.	3 years		
<b>38. Reports to Regulatory/Accrediting Agencies/Entities</b>	22272	JCAHO, NYPORTS, CMS, other	10 years or 10 years after closure of matter, whichever is later.		Sufficient time for response to regulatory agencies.