Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments. Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

Health District and Hospital Records Retention Schedule

See also the General Records Retention Schedule.

Using this Records Retention Schedule

Every day local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value. The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

What is a Record?

A "record" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.
- Materials received from other activities that require no action (official copies of which are retained by the office of record).
• Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.
• Survey forms.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

The Value of Local Government Records
Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records. Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

Statutory Authority for Establishing Records Retention Requirements
In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri’s Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups. Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State’s office provides assistance to local governments and implements board policy.

Application of the Records Retention Schedule
This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.
D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State’s website at http://www.sos.mo.gov/archives/localrecs/schedules

Destruction of Records
The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.
The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

When records, open or confidential, have been destroyed by decay, vermin, fire, water or other means making their remains illegible, the custodian of records may dispose of the remains after verification and documentation by the Local Records Program, Office of the Secretary of State.

**Preservation of Permanent Records**
A fundamental, yet often neglected obligation of local government is to care for the permanent records it generates and receives regardless of format. The records, both electronic and physical, that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a physical record's medium: paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept—temperature, humidity, light, and air-determines the severity and rate of its deterioration. For electronic records the concerns include media decay, hardware/software obsolescence, and migration of data into the current standard: PDF-A, TIF, etc.

By imaging permanently valuable records, local governments can generate durable microfilm for preservation and disaster recovery, while also maintaining an electronic version for access. When microfilmed, processed, and maintained to archival specifications, a master negative will ensure that permanently valuable records are preserved for generations to come (microfilm has an estimated shelf life of over 500 years). Microfilm that meets the standards outlined here is eligible to be stored by the Missouri State Archives at no cost.

The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.

**Reformatting Standards**
In accordance with RSMo 109.241.4, the Local Records Board has adopted the following standards for microfilm and digitized records. To be in compliance for image permanence, microfilm must conform to the technical standards outlined in the *Guidelines for Microfilming Public Records*, drafted by the Local Records Program and available on the Secretary of State’s website at: [http://www.sos.mo.gov/archives/pubs/mfmg](http://www.sos.mo.gov/archives/pubs/mfmg). To ensure the permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of ISO 15489. Certification that records have been reformatted in accordance with these standards should be maintained locally and classified under *General Records Retention Schedule “GS 018 Records Management Records.”*

**A Note about Retention Periods**
This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

The point at which a retention period begins is termed a cutoff, or trigger. Typically this is on a regular cycle—the end of the calendar year, the end of the fiscal year, etc. This is the period of the inactive record. A traditional example of this would be the period when records are boxed and removed from active file cabinets and work areas.

When determining cutoffs, a good rubric is outlined in DoD 5015.02 "Electronic Records Management Software Applications Design Criteria Standard":

- A. retention periods of less than 1 Year, the cutoff is equal to the retention period;
- B. retention periods of 1 Year, or more, the cutoff is at the end of the fiscal or calendar year;
C. for records with a retention period based on an event or action, the cutoff is the date the action is completed;
D. for records with a retention period based on a specific time period after an event or action, apply the retention period after the action is complete.

Retention Definitions:

**COA=Completion of Audit.** Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

**DCA=Destroy in Current Area/Reference.** Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

**Modifications and Additions**
Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

For further information on any records management or preservation issue, please contact:

Missouri Secretary of State
Local Records Preservation Program
PO Box 1747, Jefferson City, MO 65101-1747
Telephone: (573) 751-9047
local.records@sos.mo.gov

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Health District and Hospital Records Retention Schedule

See also the General Records Retention Schedule.

Health Department Records

<table>
<thead>
<tr>
<th>HDH0001</th>
<th>Health Department Inspection Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td>Sanitation Inspection Report Licensed Centers, Group Homes, and License-Exempt Facilities; Sanitation Report Family Child Care Home; Inspection Report Child Care Facility; Lodging Establishment Inspection Report; Hotel/Motel Inspection Report; Restaurant Inspection Report; Food Establishment Inspection Report</td>
</tr>
<tr>
<td>Function:</td>
<td>Reports on health and safety inspections at various public facilities.</td>
</tr>
<tr>
<td>Content:</td>
<td>Completion of Audit</td>
</tr>
<tr>
<td>Minimum Retention:</td>
<td>Destroy</td>
</tr>
<tr>
<td>Disposition:</td>
<td>These are tri-part forms that are divided between the facility, the inspector, and Missouri Department of Health and Senior Services</td>
</tr>
<tr>
<td>Note:</td>
<td>August 20, 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HDH0002</th>
<th>Reports Submitted to County or State Health Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td>High Risk Maternal and Child Care Report; Communicable Disease Report</td>
</tr>
<tr>
<td>Function:</td>
<td>Document occurrences deemed reportable by state statute or regulation</td>
</tr>
<tr>
<td>Content:</td>
<td>Rabid animal reports, sexually transmitted disease reports, etc.*</td>
</tr>
<tr>
<td>Minimum Retention:</td>
<td>3 Years</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Destroy</td>
</tr>
<tr>
<td>Note:</td>
<td>*See 19 CSR 20-20 for list of communicable diseases that must be reported.</td>
</tr>
<tr>
<td>Approval Date:</td>
<td>August 20, 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HDH0003</th>
<th>Voter Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td>Missouri Voter Registration Application; Duplicate Voter Registration</td>
</tr>
<tr>
<td>Function:</td>
<td>Official registration record upon acceptance by local election authority</td>
</tr>
<tr>
<td>Content:</td>
<td>May include, but is not limited to: verification of US Citizenship; verification of eligible age; new registration box; address change box; name change box; registration number; full name; suffix (Jr, Sr, I, II, III, IV); gender; address of residence; mailing address (if different); last 4 digits of social security number; driver's license; date of birth; place of birth (optional); daytime phone number (optional); name and address on last voter registration (if currently registered in another state); affidavit of legal right to register; date and signature of applicant; section to be completed by rural voters living outside city limits of any city</td>
</tr>
<tr>
<td>Minimum Retention:</td>
<td>3 months</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Destroy</td>
</tr>
<tr>
<td>Note:</td>
<td>Per RSMo 115.162, local health departments are required to take voter registrations and forward them to the local election authority within 5 days of receipt.</td>
</tr>
<tr>
<td>Approval Date:</td>
<td>August 20, 2013</td>
</tr>
</tbody>
</table>
**HDH0004**

**Vital Records**

*Also Called:* Death Certificates; Death Register; Local Registrar's Record of Deaths; Birth Records

*Function:* Record of births/deaths in the county/district, gathered for submission to the Office of Vital Statistics.

*Content:* May contain: name, date of event, place of event, attending physician, hospital, funeral home, cause of death.

*Minimum Retention:* Permanent

*Disposition:* Archive

*Note:* 19 CSR 10-10.090 "Access to Vital Records." With development of online registry, health department may now be notified of deaths by the Office of Vital Statistics.

*Approval Date:* August 20, 2013

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**HDH0005**

**Vital Records Applications**

*Also Called:* 

*Function:* Written requests for copy of birth or death certificate.

*Content:* Name of person requesting information, identifying information for birth/death

*Minimum Retention:* Completion of Audit

*Disposition:* Destroy

*Note:* The health department is charged by Vital Statistics for each look-up.

*Approval Date:* August 20, 2013

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**HDH0006**

**Women, Infant, and Children (WIC) Program**

*Also Called:* 

*Function:* Records of federal grant program for supplemental foods, health care referrals, and nutrition education for low-income women and to infants and children up to age five.

*Content:* 

*Minimum Retention:* See Federal Regulations

*Disposition:* Destroy

*Note:* Federally regulated records; These records are now kept electronically on the MOWINS system

*Approval Date:* August 20, 2013

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**HDH0007**

**Drug Testing Records**

*Also Called:* 

*Function:* Documents drug testing lab work contracted for with Health Department

*Content:* 2 Years

*Minimum Retention:* Destroy

*Disposition:* For personnel drug testing records see: Local Records General Schedule--GS 043

*Note:* 

*Approval Date:* August 20, 2013

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**HDH0008**

**State-sponsored Safety Programs**

*Also Called:* Safe Cribs for Missouri Program; Car Seat Check Up

*Function:* Documents activities of state-sponsored programs

*Content:* Completion of Audit

*Minimum Retention:* Destroy

*Disposition:* Car Seat Check Up sponsored by Missouri Department of Transportation; Safe Cribs for Missouri Program sponsored by Missouri Department of Social Services

*Note:* 

*Approval Date:* August 20, 2013
HDH0009
Temporary Eligibility Determination
Also Called:
Temporary Medicaid Eligibility for Pregnant Women
Function:
Application for temporary Medicaid benefits through MoHealthNet
Content:
Name, address, phone number, county, social security number, date of birth, race,
residency status, household information, verification of pregnancy, household income
and eligibility status, provider name QP number, title and date
Minimum Retention:
Completion of Audit
Disposition:
Destroy
Note:
Operated through the Missouri Department of Social Services Family Support Division
Approval Date:
August 20, 2013

Patient/Client Records

HDH0010
Patient/Client Medical Records
Also Called:
Inpatient/Outpatient Records; Home Health Agency Records; Diagnostic Testing
Records; Nuclear Medicine Reports; Emergency Room Files; Radiology Reports;
Psychiatric Records; Immunization Records; Mammography Films and Reports;
Anesthesia Records; Consent Records; ICU Admittance Records; Surgical Log;
Physical Therapy Records; Patient Referral and Progress Sheet; Record Card; Progress
Notes; Monthly Treatment Records and Totals; Rehabilitation Team Evaluation; Well
Child; Well Baby; Pregnancy Test Records; Request for Environmental Blood Lead and
ZPP Test; Pre-Natal Care Management file
Function:
Document interactions with patient/client, including treatments, tests and consultations
Content:
10 Years; or, if patient is a minor, retain until 23rd birthday or 10 Years, whichever is longer
Minimum Retention:
19 CSR 30-20.094 (15); 19 CSR 30-20.120(4); 42 CFR 484.48; RSMo 516.105; RSMo
334.097
Disposition:
Destroy
Note:
Approval Date:
August 20, 2013

HDH0011
Patient/Client Medical Records--Nursing Homes
Also Called:
Function:
Document interactions with patient/client, including treatments, tests and consultations
Content:
5 Years after resident leaves facility. If resident is less than 21 years of age when
leaving facility, retain until 26th birthday
Minimum Retention:
Disposition:
Destroy
Note:
RSMo 198.052
Approval Date:
August 19, 2014

HDH0814
Client Billing
Also Called:
Explanation of Benefits; Patient Billing; Insurance/Third Party Payers
Function:
Documentation used to bill private insurance, Medicaid, and Medicare for immunizations,
dental, or other services.
Content:
Applications for financial assistance; eligibility documentation; remittances; status reports;
claim documents
Minimum Retention:
6 Years
Disposition:
Destroy
Note:
13 CSR 70-3.030(3)(A)(16)
Approval Date:
August 23, 2023
### Administrative Records

<table>
<thead>
<tr>
<th>HDH0100</th>
<th>Accreditation Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td>Hospital Accreditation Records</td>
</tr>
<tr>
<td>Function:</td>
<td>Documents facility accreditation by recognized professional/governmental organizations</td>
</tr>
<tr>
<td>Content:</td>
<td>State Licensure Inspections, Joint Commission Accreditation, AOA Accreditation</td>
</tr>
<tr>
<td>Minimum Retention:</td>
<td>*</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Destroy</td>
</tr>
<tr>
<td>Note:</td>
<td>*See GS 104 Accreditation Records</td>
</tr>
<tr>
<td>Approval Date:</td>
<td>August 20, 2013; Revised August 24, 2016</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HDH0101</th>
<th>Admission Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td>Admission Log Book; Hospital Admission Forms</td>
</tr>
<tr>
<td>Function:</td>
<td>Tracks admission of patient into facility</td>
</tr>
<tr>
<td>Content:</td>
<td>23 Years</td>
</tr>
<tr>
<td>Minimum Retention:</td>
<td>Destroy</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Originals should be located in Admissions. Duplicates of these records are often sent to other departments of the hospital. Duplicates may be destroyed when no longer of reference value.</td>
</tr>
<tr>
<td>Note:</td>
<td>August 20, 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HDH0102</th>
<th>Compliance Program Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td></td>
</tr>
<tr>
<td>Function:</td>
<td>Documents internal controls that promote adherence to applicable Federal and State law, and the program requirements of Federal, State and private health plans.</td>
</tr>
<tr>
<td>Content:</td>
<td>Employee Training, Investigation Results, etc.</td>
</tr>
<tr>
<td>Minimum Retention:</td>
<td>10 Years</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Destroy</td>
</tr>
<tr>
<td>Approval Date:</td>
<td>August 20, 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HDH0103</th>
<th>Medical and Surgical Audit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td></td>
</tr>
<tr>
<td>Function:</td>
<td>Detailed review of records to evaluate quality of care.</td>
</tr>
<tr>
<td>Content:</td>
<td>5 Years</td>
</tr>
<tr>
<td>Minimum Retention:</td>
<td>Destroy</td>
</tr>
<tr>
<td>Disposition:</td>
<td></td>
</tr>
<tr>
<td>Note:</td>
<td></td>
</tr>
<tr>
<td>Approval Date:</td>
<td>August 20, 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HDH0104</th>
<th>HIPAA Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Also Called:</td>
<td></td>
</tr>
<tr>
<td>Function:</td>
<td>Tracks policies and procedures related to protected health information</td>
</tr>
<tr>
<td>Minimum Retention:</td>
<td>6 Years</td>
</tr>
<tr>
<td>Disposition:</td>
<td>Destroy</td>
</tr>
<tr>
<td>Note:</td>
<td>45 CFR 164.316, 164.316(b), 164.530(j), and 164.528(a) (2007)</td>
</tr>
<tr>
<td>Approval Date:</td>
<td>August 20, 2013</td>
</tr>
</tbody>
</table>
**Hospital Price List**

**Also Called:** Hospital Rate Book; Hospital Price Manual

**Function:** Documents pricing for hospital services

**Content:**

- Maintain until updated
- Destroy

**Minimum Retention:**

**Disposition:**

**Note:**

**Approval Date:**

August 20, 2013

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**Utilization Review Reconsideration Determination Records**

**Also Called:**

**Function:** Reconsiderations of initial denial determinations concerning services furnished or proposed to be furnished under Medicare

**Content:** Initial determination and its basis, date of receipt of request for reconsideration, basis for reconsideration, evidence submitted, copy of the notice

**Minimum Retention:** 4 Years from final notice of reconsideration determination or until completion of litigation and the passage of the time period for filing all appeals.

**Disposition:** Destroy

**Note:** 42 CFR 478.36 (2007)

**Approval Date:**

August 20, 2013

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**Quality Improvement / Assurance Records**

**Also Called:**

**Function:** Document ongoing, systematic facility-wide, patient-oriented performance improvement

**Content:**

- 3 Years
- Destroy

**Minimum Retention:**

**Disposition:**

**Note:** These records do not include any patient information. Please see other series in this schedule for patient records.

**Approval Date:**

August 20, 2013

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**Transfer Agreements**

**Also Called:**

**Function:** A document which sets forth the rights and responsibilities of hospitals regarding the Inter-hospital transfer of patients

**Content:** Until revised or superseded

**Minimum Retention:**

**Disposition:**

**Note:** These records do not include any patient information. Please see other series in this schedule for patient records.

**Approval Date:**

August 20, 2013

---

**Medicaid/Medicare Records**

**Also Called:**

**Function:** Administrative records documenting Medicaid/Medicare services provided by facility

**Content:**

- See Federal Regulations
- Destroy

**Minimum Retention:**

**Disposition:**

**Note:** Federally regulated records

**Approval Date:**

August 20, 2013
**Medicare Cost Report Materials**

**Also Called:**

**Function:**

Cost reports submitted by providers to intermediaries for the purpose of determining Medicare reimbursable costs.

**Content:**

Accounting Records, Records used in preparation of filing cost report, Documents submitted to the fiscal intermediary or carrier, Federal income tax status, Chargemaster, Physician material (including physician agreements on which Part A and Part B allocations are based), Utilization review materials, as applicable

**Minimum Retention:**

8 years after the Notice of Program Reimbursement unless the cost report is subject to appeal or litigation, in which case retain until the completion of litigation

**Disposition:**

Destroy

**Note:**


**Approval Date:**

August 20, 2013

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**Food Service Records**

**HDH0300**

**Meals Provided**

**Also Called:**

**Function:**

Diet Requisitions from the Floor; Monthly Patient Meal Census; Record of Extra Items and Special Luncheons; Cafeteria Price List

Tracks service history of department

**Content:**

Completion of Audit

**Minimum Retention:**

Destroy

**Disposition:**

**Note:**

August 20, 2013

**Approval Date:**

August 20, 2013

**HDH0301**

**Administrative Records**

**Also Called:**

**Function:**

Records of Diet Types; Diabetic Food Charts

Tracks operations of department

**Content:**

Maintain until updated

**Minimum Retention:**

Destroy

**Disposition:**

**Note:**

August 20, 2013

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**Housekeeping Records**

**HDH0400**

**Environmental and Support Services Records**

**Also Called:**

**Function:**

Housekeeping Records; Linen Service Records

Document activities of Housekeeping Service and/or Laundry and Linen Service

**Content:**

Completion of Audit

**Minimum Retention:**

Destroy

19 CSR 30-20.114

**Disposition:**

**Note:**

August 20, 2013

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**Laboratory Records**
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Also Called</th>
<th>Function</th>
<th>Content</th>
<th>Minimum Retention</th>
<th>Disposition</th>
<th>Note</th>
<th>Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDH0500</td>
<td><strong>Autoclave Records</strong></td>
<td>Run Record; Test Reports</td>
<td>Records relating to operations and maintenance of autoclave.</td>
<td>Completion of Audit</td>
<td>Destroy</td>
<td>19 CSR 30-20.098 (8)</td>
<td>August 20, 2013</td>
<td></td>
</tr>
<tr>
<td>HDH0501</td>
<td><strong>Autopsy Records</strong></td>
<td>Autopsy Reports; Autopsy Permissions</td>
<td></td>
<td></td>
<td>Destroy</td>
<td>May be included in patient file.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HDH0502</td>
<td><strong>Blood and Blood Product Records</strong></td>
<td>Blood Bank and Cross Match Cards</td>
<td>Records tracking acquisition, storage and use of blood and blood products</td>
<td>Donor information, storage and distribution of the product, compatibility testing, quality control records, transfusion reaction reports and complaints, and general records.</td>
<td>10 Years after the records of processing are completed, or 6 months after the latest expiration date for the individual product, whichever is later.</td>
<td>Destroy</td>
<td>RSMO 516.105 (2007). 21 CFR 606.160(d) (2007).</td>
<td>August 20, 2013</td>
</tr>
<tr>
<td>HDH0503</td>
<td><strong>Quality Control Records</strong></td>
<td>Laboratory Quality Control Program; Proficiency Testing; Quality Control Ledger</td>
<td>Records of program to verify accuracy, measure precision and detect errors.</td>
<td></td>
<td>2 Years</td>
<td>Destroy</td>
<td>19 CSR 30-20.098 (9-10)</td>
<td>August 20, 2013</td>
</tr>
<tr>
<td>HDH0504</td>
<td><strong>Reports</strong></td>
<td>Histology, Pathology, Chemistry, Hematology, Urinalysis, Bacteriology, Serology, Autopsy, etc.</td>
<td></td>
<td></td>
<td>2 Years</td>
<td>Destroy</td>
<td>19 CSR 30-20.098 (7); Note this is a copy, original should be in patient file</td>
<td>August 20, 2013</td>
</tr>
<tr>
<td>HDH0505</td>
<td><strong>Equipment and Instrument Evaluations</strong></td>
<td></td>
<td>Checks to ensure equipment is functioning properly at all times</td>
<td></td>
<td></td>
<td>Date, calibration, performance evaluation and corrective action</td>
<td></td>
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</tbody>
</table>
**Medical Records**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Also Called</th>
<th>Function</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>HDH0600</td>
<td>Birth/Death Register</td>
<td>Birth/Death Register</td>
<td>Newborn Register; Death Register</td>
<td>Document births/deaths that occur within the facility.</td>
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</tbody>
</table>

**Medical Device Event Files**

Document deaths and serious injuries that a device has or may have caused.
Minimum Retention: 2 Years from the date of the event.
Disposition: Destroy
Note: 21 CFR 803.18(c) (2007)
Approval Date: August 20, 2013

HDH0605  Medical Device Tracking Records
Also Called: 
Function: 
Content: 
Minimum Retention: Useful life of each device
Disposition: Destroy
Note: 21 CFR 821.60 (2007)
Approval Date: August 20, 2013

HDH0606  Methadone and Opioid Treatment Program Records
Also Called: 
Function: 
Content: 
Minimum Retention: 3 Years
Disposition: Destroy
Note: 21 CFR 291.505; 42 CFR 8.12.
Approval Date: August 20, 2013

Pharmacy Records

HDH0700  Pharmacy Control Record
Also Called: 
Function: 
Content: Control Record for Drugs; Prescription Record of Orders from Outside Hospital for Inpatients; Drug Recording; Record of Class 2, 3, 4, 5 Drugs; Record of Drug Purchases (Non Narcotic); Record of Narcotic Purchases
Minimum Retention: 2 Years
Disposition: Destroy
Note: 21 CFR 1304.04; 21USC827; 19 CSR 30-20.100 (9); 19 CSR 30-1.041
Approval Date: August 20, 2013

HDH0701  Pharmacy Records
Also Called: 
Function: 
Content: Record of medication compounding, repackaging, and dispensing
Minimum Retention: 5 Years
Disposition: Destroy
Note: RSMo 338.100; 19 CSR 30-20.100(9); 19 CSR 30-1.041(2).
Approval Date: August 20, 2013

Radiology/Nuclear Medicine

HDH0800  Daily Log of Patient Exams
Daily Log

Also Called: Daily Log
Function: Daily record of activity
Content: Patient Name and procedure
Minimum Retention: Completion of Audit
Disposition: Destroy
Note: Official record should be part of patient medical file
Approval Date: August 20, 2013

Decay in Storage Disposal Records

Also Called: Decay in Storage Disposal Records
Function: Documents disposal of certain radioactive materials
Content: Date of the disposal, the survey instrument used, the background radiation level, the radiation level measured at the surface of each waste container, and the name of the individual who performed the survey.
Minimum Retention: 3 Years
Disposition: Destroy
Note: 10 CFR 35.2092
Approval Date: August 20, 2013

Diagnostic Testing Records

Also Called: Diagnostic Testing Records
Function: Envelope and films; Films; Images; Pictures; Tracings; X-rays; Mammograms
Content: If signed interpretative report generated, 5 years. Without interpretative report, 10 years
Minimum Retention: 2 Years
Disposition: Destroy
Note: 42 CFR 482.26 (2007); RSMO 516. 105 (2007). *Per 21 CFR 900.12 mammography films shall be retained for 5 years, or not less than 10 years if no additional mammograms of patient are performed at the facility.
Approval Date: August 20, 2013

Equipment Inspection

Also Called: Equipment Inspection
Function: Record of Lab and Equipment Check
Content: Documents periodic evaluation of condition of equipment
Minimum Retention: 2 Years
Disposition: Destroy
Note: 19 CSR 30-20.102(9)
Approval Date: August 20, 2013

Quality Control Records

Also Called: Quality Control Records
Function: Mammography Equipment Quality Assurance Records
Content: Records documenting mammography technique and procedures, quality control, safety, protection, and employee qualifications
Minimum Retention: Until the next annual inspection, or until test has been performed two additional times, whichever is longer (see note)
Disposition: Destroy
Note: 21 CFR 900.12; specific tests and frequencies specified in CFR
Approval Date: August 20, 2013

Equipment Calibration

Also Called: Equipment Calibration
Function: Calibration of Survey Meter and Lab Monitor; Chi Square Test; Crystal Resolution of Magnascanner and Spectriscaker; Function Checks on Dose Calibrator; Record of Voltage Calibrations
Function: Documents regular calibration of equipment
Content: 3 Years
Minimum Retention: Destroy
Disposition: 10 CFR 20.2103; 10 CFR 35.2060; 10 CFR 35.2061; 10 CFR 35.2432
Note: August 20, 2013

**HDH0806**
Also Called: Film Badge Records
Function: Report on badges worn by employees to detect exposure to radiation
Content: 5 Years after termination of employment
Minimum Retention: Destroy
Disposition: 19 CSR 20-10.060(3)
Note: August 20, 2013

**HDH0807**
Also Called: Generator Survey
Function: Evaluation of the radiation hazards incidental to the production, use, or existence of radioactive materials
Content: Permanent
Minimum Retention: Archive
Disposition: August 20, 2013
Note: 

**HDH0808**
Also Called: Isotope Dosage Admitted to Patient
Function: Demonstrate compliance with the dose limit for individual members of the public
Content: Permanent
Minimum Retention: Archive
Disposition: 10 CFR 20.2107
Note: August 20, 2013

**HDH0809**
Also Called: Procedure Reports
Function: Reports of interpretations, consultations and procedures.
Content: 5 Years
Minimum Retention: Destroy
Disposition: 42 CFR 482.53
Note: August 20, 2013

**HDH0810**
Also Called: Radiation Safety Committee Meeting Records
Function: 
Content: Permanent
Minimum Retention: Archive
Disposition: 
Note: August 20, 2013

**HDH0811**
Also Called: Record of Receipt or Transfer of By-product Material
Function: Documents receipt and transfer of material regulated by the Nuclear Regulatory Commission
Content: 

<table>
<thead>
<tr>
<th>HDH0812</th>
<th>Waste Disposal Records</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Also Called:</strong></td>
<td>Documents disposal by means other than Decay in Storage or Transfer</td>
</tr>
<tr>
<td><strong>Function:</strong></td>
<td></td>
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<tr>
<td><strong>Content:</strong></td>
<td></td>
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<tr>
<td><strong>Minimum Retention:</strong></td>
<td>Permanent</td>
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<tr>
<td><strong>Disposition:</strong></td>
<td>Archive</td>
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<tr>
<td><strong>Note:</strong></td>
<td>10 CFR 20.2108; 10 CFR 30.51</td>
</tr>
<tr>
<td><strong>Approval Date:</strong></td>
<td>August 20, 2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HDH0813</th>
<th>Wipe Test Records</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Also Called:</strong></td>
<td>Record of Hot Lab Wipe Test; Record of Wipe Test on Sealed Sources</td>
</tr>
<tr>
<td><strong>Function:</strong></td>
<td>Documents test for radioactive contamination</td>
</tr>
<tr>
<td><strong>Content:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Minimum Retention:</strong></td>
<td>Permanent</td>
</tr>
<tr>
<td><strong>Disposition:</strong></td>
<td>Archive</td>
</tr>
<tr>
<td><strong>Note:</strong></td>
<td></td>
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<td><strong>Approval Date:</strong></td>
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