

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: IMAGING SERVICES

The following general records retention schedule sets minimum retention requirements and provides blanket authority for the disposition of commonly held records according to the provisions of RCW 40.14.070 and WAC 434-635-050. This section begins with the signatures of the Local Records Committee, which signify the Committee's approval and the foundation of the records disposition authority that the schedule conveys to public hospital districts. Each records series entry is assigned a Disposition Authority Number. These numbers should be cited in the documentation that an agency maintains for the records it actually destroys. An agency may retain individual records series longer than the retention period approved by the Local Records Committee, but such records are subject to public disclosure and legal discovery until they are disposed of. Any records that may be discoverable in an active or pending court case must be retained and made available for discovery until the case is settled, regardless of their approved retention periods.

In some cases, the primary copy of a records series may be held by another agency/office. In those cases, use the retention period for secondary copies.

General records retention schedule listings for some records series include special designations and disposition instructions, including:

Official Public Records (OPR) are those records identified and required by statute that document legal actions or transactions and/or fiscally or financially obligates the law office. All other records are Office Files and Memoranda (OFM) as defined in RCW 40.14.010.

Potential Archival Value – This designation identifies records that have potential historical research value. These records must be appraised for transfer to the Regional Archives system before being destroyed. Contact your Regional Archivist to make arrangements for appraisal and transfer of records with potential archival value.

Essential Record – This designation identifies records that are essential for the continuity and restoration of agency operations after a disaster, serve as primary documentation of an agency's legal authority and responsibilities, or protects the rights of clients, property owners, students or other individuals.

IMAGING SERVICES - INCLUSIVE

Approved by the Washington State Local Records Committee – July 1999



For the Attorney General: Brian Buccholz



For the State Auditor: Cliff Whipple



For the State Archivist: David Owens

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS
Schedule Title: IMAGING SERVICES

DISPOSITION AUTHORITY GS55-03L

SERIES NO.	RECORDS SERIES TITLE AND DESCRIPTION OF SERIES	OPR or OFM	OFFICE OR DIVISION LOCATION AND MINIMUM RETENTION PERIOD		DISPOSITION AUTHORITY NUMBER (DAN)	SPECIAL AND/OR DISPOSITION INSTRUCTIONS
			PRIMARY RECORD COPY	SECONDARY RECORD COPY		
1	AIR SAMPLING SURVEY RECORDS	OPR	Termination of pertinent license or permit plus 30 years - See remarks	Destroy when obsolete or superseded	GS55-03L-01	Reference WAC 246-221-230 (7) (g).
2	BRACHYTHERAPY AND SEALED BYPRODUCT SOURCE LEAKAGE TEST REPORTS	OFM	5 years - See remarks	Destroy when obsolete or superseded	GS55-03L-02	Reference 10 CFR 35.53 (d).
3	BRACHYTHERAPY SOURCE RECORDS AND RADIATION SURVEY RECORDS Used to confirm placement within patient.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-03	Reference 10 CFR 35.406 (d).
4	BYPRODUCT (UNSEALED) MEASUREMENT OF DOSES	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-04	Reference 10 CFR 35.53 (c).
5	BYPRODUCT MATERIAL CONTAMINATION AND AMBIENT RADIATION EXPOSURE RATE SURVEYS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-05	Reference 10 CFR 35.53 (c).
6	BYPRODUCT MATERIAL MEDICAL USE LICENSES	OPR	Permanent - See remarks	Destroy when obsolete or superseded	GS55-03L-06	Reference 10 CFR 35.11.
7	BYPRODUCT MATERIAL RECORDS OF DISPOSAL	OPR	Until termination of Nuclear Regulatory Commission Disposal License - See remarks	Destroy when obsolete or superseded	GS55-03L-07	Reference 10 CFR 30.51 (a) (3).
8	BYPRODUCT MATERIAL RECORDS OF RECEIPT	OPR	3 years after disposal or transfer - See remarks	Destroy when obsolete or superseded	GS55-03L-08	Reference 10 CFR 30.51 (a) (1).
9	BYPRODUCT MATERIAL RECORDS OF TRANSFER Includes manifests and acknowledgments of receipt.	OPR	3 years after transfer - See remarks	Destroy when obsolete or superseded	GS55-03L-09	Reference 10 CFR 30.51 (a) (2) and WAC 246-249-090 (4) (g).
10	DIAGNOSTIC RADIOLOGY EQUIPMENT SPECIFICATIONS AND ACCEPTANCE TESTING RECORDS	OFM	Life of equipment - See remarks	Destroy when obsolete or superseded	GS55-03L-10	Reference 21 CFR 1000.55 (c) (2).
11	ECHOCARDIOGRAPH - ABNORMAL READINGS Tape of visual tests.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-11	Primary copy held in Patient Case File in Medical Records.
12	ECHOCARDIOGRAPH - NORMAL READINGS Tape of visual tests.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-12	Primary copy held in Patient Case File in Medical Records.
13	ECHOCARDIOGRAPH INTERPRETATION Interpretation by physician.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-13	Primary copy held in Patient Case File in Medical Records.
14	ELECTROCARDIOGRAMS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-14	Primary copy held in Patient Case File in Medical Records.
15	ELECTROENCEPHALOGRAMS Interpretation by neurologist.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-15	Primary copy held in Patient Case File in Medical Records.
16	ELECTROENCEPHALOGRAM NORMAL TRACINGS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-16	Primary copy held in Patient Case File in Medical Records.
17	EQUIPMENT INSPECTIONS AND TESTS	OFM	3 years	Destroy when obsolete or superseded	GS55-03L-17	

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18	HIGH RADIATION AREA ENTRY CONTROL DEVICE TEST RECORDS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-18	Reference WAC 246-221-230 (9) (a).
19	IMAGE RECEPTOR CALIBRATION INSTRUCTIONS	OFM	Life of equipment	Destroy when obsolete or superseded	GS55-03L-19	
20	IMAGE RECEPTOR CALIBRATION MEASUREMENTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-20	Reference 10 CFR 35.51 (d), WAC 246-240-040 (5) (a) and WAC 246-221-230 (9) (d).
21	IMAGE RECEPTOR MAINTENANCE LOGS Document corrective actions and compliance with applicable requirements.	OFM	3 years after last entry - See remarks	Destroy when obsolete or superseded	GS55-03L-21	Reference 21 CFR 900.12.
22	IMAGE RECEPTOR SPOT CHECK MEASUREMENTS AND CORRECTIVE ACTION RECORDS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-22	Reference 10 CFR 35.632.
23	IMAGING SERVICES PROGRAM STATEMENT Written description of program type and scope for nuclear medicine and other diagnostic and therapeutic imaging services offered by the hospital.	OPR	PERMANENT - See remarks	Destroy when obsolete or superseded	GS55-03L-23	Reference WAC 246-318-380 (1) (b).
24	INDIVIDUAL RADIATION RADIOACTIVE MATERIAL INTAKE MEASUREMENTS AND CALCULATION RESULTS USED FOR ASSESSMENT OF INTERNAL RADIATION DOSES	OPR	30 years after termination of license or registration - See remarks	Destroy when obsolete or superseded	GS55-03L-24	Reference WAC 246-221-230 (7) (f).
25	INTERPRETATION REPORTS (AUTHENTICATED)	OPR	Patient treatment file - See remarks	Destroy when obsolete or superseded	GS55-03L-25	Reference WAC 246-318-380 (5) (b).
26	LABORATORY AND INJECTION AREA SURVEYS	OFM	2 years - See remarks	Destroy when obsolete or superseded	GS55-03L-26	Reference WAC 246-239-070.
27	MEDICAL THERAPY DEVICE AND SOURCE INVENTORY Quarterly physical inventory of all devices and sources received and held. Inventories are inspected by the State Department of Health.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-27	Reference WAC 246-240-020.
28	MOBILE NUCLEAR MEDICINE SURVEYS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-28	Reference 10 CFR 35.80 (e).
29	MOLYBDENUM 99 CONCENTRATION MEASUREMENTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-29	Reference 10 CFR 35.204 (c).
30	MONTHLY RADIATION SURVEY OF HOT LAB, TREATMENT, WORKING, RECEPTION	OFM	3 years	Destroy when obsolete or superseded	GS55-03L-30	
31	MONTHLY TREATMENT STATISTICS	OFM	2 years	Destroy when obsolete or superseded	GS55-03L-31	
32	NUCLEAR IMAGE FILES	OPR	10 years after last treatment or 3 years after patient turns age 18, whichever is longer - See remarks	Destroy when obsolete or superseded	GS55-03L-32	Reference RCW 70.41.190.

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33	NUCLEAR MEDICINE ANNUAL ACCURACY TESTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-33	Reference 10 CFR 35.50 (e) and WAC 246-239-090.
34	NUCLEAR MEDICINE DOSE CALIBRATION DAILY CONSTANCY CHECKS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-34	Reference 10 CFR 35.50 (e) and WAC 246-239-090.
35	NUCLEAR MEDICINE QUARTERLY LINEARITY TESTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-35	Reference 10 CFR 35.50 (e) and WAC 246-239-090.
36	OCCUPATIONAL AND PUBLIC RADIATION DOSE AND EXPOSURE HISTORY RECORDS Official documentation of external doses, internal doses, planned special exposures, accidents, and emergency conditions. Prepared on forms RHF-4, RHF-4A, RHF 5, and RFH 5A or other currently specified forms.	OPR	30 years after termination of license or registration - See remarks	Destroy when obsolete or superseded	GS55-03L-36	Reference 10 CFR 20.2104, WAC 246-221-230 (7) (b) and WAC 246-221-230 (7) (c).
37	OCCUPATIONAL AND PUBLIC RADIATION DOSE AND EXPOSURE HISTORY REPORT WORKING FILES Information used to compile Occupational Dose and Exposure History Reports.	OFM	3 years after completion of report - See remarks	Destroy when obsolete or superseded	GS55-03L-37	Reference 10 CFR 20.2104 and WAC 246-221-230 (9) (b).
38	OCCUPATIONAL AND PUBLIC RADIATION DOSE EQUIVALENT CALCULATIONS	OPR	30 years after termination of license or registration - See remarks	Destroy when obsolete or superseded	GS55-03L-38	Reference WAC 246-221-230 (7).
39	OCCUPATIONAL AND PUBLIC RADIATION DOSE MEASUREMENT AND CALCULATION DATA	OPR	30 years after termination of license or registration - See remarks	Destroy when obsolete or superseded	GS55-03L-39	Reference WAC 246-221-230 (7) (f).
40	OCCUPATIONAL AND PUBLIC RADIATION DOSE SURVEY RESULTS	OPR	30 years after termination of license or registration - See remarks	Destroy when obsolete or superseded	GS55-03L-40	Reference WAC 246-221-230 (7) (e).
41	PATIENT LOG OR REGISTER	OFM	Until disposition of last patient file listed - See remarks	Destroy when obsolete or superseded	GS55-03L-41	Reference WAC 246-318-380 (5) (e).
42	PUBLIC RADIATION DOSE RECORDS Documentation of dosages administered to individuals.	OPR	Until termination of license or registration- See remarks	Destroy when obsolete or superseded	GS55-03L-42	Reference 246-221-230 (8) (b).
43	RADIATION DOSAGE RECORD Record of administration of doses for which written directives are required.	OPR	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-43	Reference WAC 246-240-015.
44	RADIATION GENERAL AND PACKAGE SURVEY RESULTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-44	Reference WAC 246-221-110 and WAC 246-221-230 (9) (c).
45	RADIATION LEVEL TESTS AND CHARTS	OFM	3 years	Destroy when obsolete or superseded	GS55-03L-45	
46	RADIATION MACHINE FACILITY REGISTRATION FILE	OPR	Termination of registration plus 6 years - See remarks	Destroy when obsolete or superseded	GS55-03L-46	Reference WAC 246-244-001.
47	RADIATION PROTECTION PROGRAM AUDITS AND REVIEWS	OPR	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-47	Reference 10 CFR 20.2102 and WAC 246-221-230 (9) (e).

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48	RADIATION PROTECTION PROGRAM PROVISIONS	OPR	Until termination of license or registration - See remarks	Destroy when obsolete or superseded	GS55-03L-48	Reference 10 CFR 20.2102 and WAC 246-221-230 (8) (c).
49	RADIATION SAFETY COMMITTEE MINUTES	OPR	2 years - See remarks	Destroy when obsolete or superseded	GS55-03L-49	Reference WAC 246-239-020.
50	RADIATION SOURCE RECORDS OF USE AND STORAGE	OPR	30 years - See remarks	Destroy when obsolete or superseded	GS55-03L-50	Reference WAC 246-220-020.
51	RADIATION THERAPY MISADMINISTRATION RECORDS	OPR	5 years - See remarks	Destroy when obsolete or superseded	GS55-03L-51	Reference WAC 246-240-050 (5).
52	RADIOACTIVE EFFLUENT RELEASE MEASUREMENTS AND CALCULATIONS	OFM	30 years after termination of pertinent license or permit - See remarks	Destroy when obsolete or superseded	GS55-03L-52	Reference 246-221-230 (7) (h).
53	RADIOACTIVE MATERIALS GENERAL AND SPECIFIC LICENSES	OPR	PERMANENT - See remarks	Destroy when obsolete or superseded	GS55-03L-53	Reference WAC 246-232.
54	RADIOACTIVE PACKAGE SURVEY RESULTS	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-54	Reference WAC 246-221-160 and WAC 246-221-230 (9) (c).
55	RADIOACTIVE WASTE DISPOSAL SITE USE PERMIT	OPR	6 years after termination - See remarks	Destroy when obsolete or superseded	GS55-03L-55	Reference WAC 246-249-020.
56	RADIOPHARMACEUTICAL ASSAY RESULTS	OFM	2 years - See remarks	Destroy when obsolete or superseded	GS55-03L-56	Reference WAC 246-239-040.
57	RADIOPHARMACEUTICAL DOSAGE HISTORY Record of dosage required for each patient.	OFM	Until disposition of Patient File	Destroy when obsolete or superseded	GS55-03L-57	
58	RADIOPHARMACEUTICAL MISADMINISTRATION RECORDS	OPR	5 years - See remarks	Destroy when obsolete or superseded	GS55-03L-58	Reference WAC 246-239-025.
59	RADIOPHARMACEUTICAL OR PERMANENT IMPLANT PATIENT RELEASE RECORDS	OPR	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-59	Reference 10 CFR 35.75 (c).
60	RADIOPHARMACEUTICAL REQUISITION	OPR	6 years	Destroy when obsolete or superseded	GS55-03L-60	
61	RESTRICTED AREA EMPLOYEE WORKING INSTRUCTIONS Inspected by State Department of Health.	OPR	PERMANENT - See remarks	Destroy when obsolete or superseded	GS55-03L-61	Reference WAC 246-222-030 (2).
62	ROENTGENOGRAMS AND NEGATIVE CHEST FILMS	OPR	10 years after last treatment or 3 years after patient turns age 18, whichever is longer - See remarks	Destroy when obsolete or superseded	GS55-03L-62	Reference RCW 70.41.190.
63	SAFETY INSTRUCTIONS – LIST OF PERSONNEL RECEIVING Covers personnel caring for patients receiving brachytherapy, radiopharmaceutical therapy, and/or teletherapy.	OFM	3 years - See remarks	Destroy when obsolete or superseded	GS55-03L-63	Reference 10 CFR 35.310 (b), 10 CFR 410 (b) and 10 CFR 610 (c).
64	TELETERAPY CALIBRATION CALCULATIONS Includes calibration inter-comparisons and comparisons of dosimetry equipment for teletherapy.	OPR	Until termination of equipment license - See remarks	Destroy when obsolete or superseded	GS55-03L-64	Reference 10 CFR 35.630.

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65	TELETHERAPY FACILITY SAFETY CHECK REPORTS	OFM	3 years after installation - See remarks	Destroy when obsolete or superseded	GS55-03L-65	Reference 10 CFR 35.636.
66	TELETHERAPY LICENSEE'S EVALUATION OF QUALIFIED CALIBRATION EXPERT'S TRAINING AND EXPERIENCE	OPR	5 years after expert's performance of last full calibration of licensee's equipment- See remarks	Destroy when obsolete or superseded	GS55-03L-66	Reference WAC 246-240-040 (5) (c).
67	TELETHERAPY SOURCE FULL CALIBRATION MEASUREMENTS Measurements made for each individual source used by the hospital.	OFM	Life of the equipment - See remarks	Destroy when obsolete or superseded	GS55-03L-67	Reference 10 CFR 35.632.
68	TELETHERAPY SOURCE INSTALLATION RADIATION MEASUREMENTS	OFM	Until termination of equipment license - See remarks	Destroy when obsolete or superseded	GS55-03L-68	Reference WAC 10 CFR 35.641 (d).
69	TELETHERAPY UNIT FIVE YEAR INSPECTION RECORDS	OPR	6 years - See remarks	Destroy when obsolete or superseded	GS55-03L-69	Reference 10 CFR 35.647.
70	WORK SCHEDULE	OFM	1 year	Destroy when obsolete or superseded	GS55-03L-70	