

PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

Records Category: LONG TERM CARE FACILITIES

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.

LONG TERM CARE FACILITIES - 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: LONG TERM CARE FACILITIES

DISPOSITION AUTHORITY GS55-03R

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	DIALYSIS SERVICES AGREEMENTS	OPR	6 years after termination– See remarks	Destroy when obsolete or superseded	GS55-03R-01	Reference WAC 388-97-220 (6) (a).
2	DISASTER PREPAREDNESS PLANS ESSENTIAL RECORD - Needs security microfilm backup - See remarks .	OPR	PERMANENT– See remarks	Destroy when obsolete or superseded	GS55-03R-02	Reference 42 CFR 483.75 (m). The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
3	DRUG THERAPY CONTINUITY RECORDS Case history of drug therapy for individual residents.	OPR	10 years after termination of residency– See remarks	Destroy when obsolete or superseded	GS55-03R-03	Reference WAC 246-865-070 (4).
4	EMERGENCY KIT DRUG RECEIPT AND REMOVAL RECORDS	OPR	6 years– See remarks	Destroy when obsolete or superseded	GS55-03R-04	Reference WAC 246-865-030 (4).
5	LONG TERM CARE FACILITY LICENSE	OPR	PERMANENT	Destroy when obsolete or superseded	GS55-03R-05	
6	NAMES OF PERSONS SEEKING ADMISSION REGISTER	OFM	1 year after last entry– See remarks	Destroy when obsolete or superseded	GS55-03R-06	Reference WAC 388-97-230 (6).
7	NOTICE TO RESIDENTS OF LEGAL RIGHTS AND SERVICES	OPR	10 years after termination of residency or 3 years past age of majority, whichever is longer– See remarks	Destroy when obsolete or superseded	GS55-03R-07	Reference WAC 388-97-070 (4) (a); (h).
8	RESIDENT MINIMUM DATA SETS	OPR	10 years after termination of residency or 3 years past age of majority, whichever is longer– See remarks	Destroy when obsolete or superseded	GS55-03R-08	Reference 42 CFR 483.20 and WAC 388-97-275.
9	SCHEDULE II AND SCHEDULE III DRUG RECORD BOOK	OPR	6 years after last entry– See remarks	Destroy when obsolete or superseded	GS55-03R-09	Reference WAC 246-685-0606 (6) (c).
10	TRANSFER AGREEMENTS WITH HOSPITALS APPROVED FOR PARTICIPATION UNDER MEDICARE AND MEDICAID PROGRAMS	OPR	6 years after termination– See remarks	Destroy when obsolete or superseded	GS55-03R-10	Reference 42 CFR 483.75 (n).
11	TUBERCULOSIS TESTS FOR EMPLOYEES	OPR	6 years after termination of employment– See remarks	Destroy when obsolete or superseded	GS55-03R-11	Reference WAC 388-97-145.
12	TUBERCULOSIS TESTS FOR RESIDENTS	OPR	10 years after termination of residency or 3 years past age of majority, whichever is longer– See remarks	Destroy when obsolete or superseded	GS55-03R-12	Reference WAC 388-97-145.

***Long Term Care records will be subject to other sections of the Public Hospital District General Records Retention Schedules according to the types of services offered within this program.**