

# PUBLIC HOSPITAL DISTRICTS GENERAL RECORDS RETENTION SCHEDULE

## Records Category: MEDICAL RECORDS

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.

## MEDICAL RECORDS - 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: MEDICAL RECORDS

DISPOSITION AUTHORITY GS55-03I

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	ADMISSIONS, DISCHARGE AND TRANSFER MONTHLY REPORT	OFM	3 years	Destroy when obsolete or superseded	GS55-03I-01	
2	BIRTH ROOM RECORDS Listings of maternity cases.	OFM	3 years	Destroy when obsolete or superseded	GS55-03I-02	
3	DISCHARGE REPORT	OFM	3 years	Destroy when obsolete or superseded	GS55-03I-03	
4	EMERGENCY ROOM REPORTS <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OPR	10 years after last discharge or 3 years after patient turns age 18, whichever is longer - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-03I-04	Reference RCW 70.41.190. Should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.
5	FETAL MONITOR TAPES	OPR	3 years after patient turns age 18 - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-03I-05	Reference RCW 70.41.190.
6	INDICES TO PATIENT MEDICAL RECORDS/MEDICAL RECORDS DATABASE <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OFM	PERMANENT	Destroy when obsolete or superseded	GS55-03I-06	Should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.
7	PATIENT CASE FILES Comprehensive patient treatment history, including all types of tests, reports, diagnosis, accounts of treatments, and recovery. Includes case files patients receiving Ambulatory Surgical Center, Home Health and Home Hospice, Long Term Care and Laboratory services. <b>ESSENTIAL RECORD</b> - Needs security backup - <b>See remarks.</b>	OPR	10 years after last discharge or 3 years after patient turns age 18, whichever is longer - <b>See remarks</b>	Destroy when obsolete or superseded	GS55-03I-07	Reference RCW 70.41.190. <b>The Washington State Supreme Court decision re: DeYoung</b> has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for this records series. The Washington State Medical Association recommends 10 years after last visit, 20 years after last treatment of pregnant women and infants or 5 years after patient's death, whichever is longest.  Should be protected from damage or loss by off site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.

Schedule Applicable to: PUBLIC HOSPITAL DISTRICTS

Schedule Title: MEDICAL RECORDS

DISPOSITION AUTHORITY GS55-03I

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		
8	PATIENT TREATMENT LOGS	OFM	3 years	Destroy when obsolete or superseded	GS55-03I-08	