



**Mission to Care. Vision to Lead.**

8/15/17

## **RECORD RETENTION**

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Skilled nursing facility posting of daily nurse staffing information	<a href="#">RR.15</a>	Utilization review records	<a href="#">RR.25</a>
Slides - autopsy pathology	<a href="#">RR.7,</a> <a href="#">RR.9</a>	<b>V</b>	
Slides (negative/unsatisfactory) - cytopathology	<a href="#">RR.8</a>	Vehicle operation and maintenance	<a href="#">RR.25</a>
Slides (suspicious/positive) - cytopathology	<a href="#">RR.8</a>	Video records of diagnostic tests	<a href="#">RR.12.1</a>
Slides - surgical pathology	<a href="#">RR.9</a>	Volunteer records	<a href="#">RR.25</a>
Social service confidential case histories (clinic)	<a href="#">RR.12.1</a>	Vouchers	<a href="#">RR.3</a>
Space allocation records	<a href="#">RR.17</a>	<b>W</b>	
Specimen blocks	<a href="#">RR.7</a>	W-2 or 1099 Forms	<a href="#">RR.3,</a> <a href="#">RR.15</a>
Specimen requisitions	<a href="#">RR.10</a>	Wage rate tables	<a href="#">RR.15</a>
Statistics on admissions, services and discharges	<a href="#">RR.25</a>	Wet tissue	<a href="#">RR.7,</a> <a href="#">RR.9</a>
Stock registers/transactions	<a href="#">RR.5</a>	Wire transfers	<a href="#">RR.3</a>
Subculture of M. Tuberculosis complex	<a href="#">RR.9</a>	Wiring schematics, drawings	<a href="#">RR.17</a>
Subsidiary ledgers	<a href="#">RR.3</a>	Withholding certificates (W-4)	<a href="#">RR.15</a>
Surgical/operative index	<a href="#">RR.25</a>	Work authorization records - Form I-9	<a href="#">RR.15</a>
Surgical privileges list	<a href="#">RR.25</a>	Workers' Compensation Insurance Policies	<a href="#">RR.3</a>
Substance abuse testing	<a href="#">RR.15</a>	Worksheets and related backup documents for tax returns	<a href="#">RR.3</a>
Survey instrument, dosimeter, alarm ratemeter calibrations	<a href="#">RR.21</a>	<b>X</b>	
Surveys - radiology	<a href="#">RR.21</a>	X-Ray films	<a href="#">RR.21</a>
		X-Ray logs	<a href="#">RR.21</a>
<b>T</b>			
Tax bills, statements, payments, receipts	<a href="#">RR.3</a>		
Tax exempt status application	<a href="#">RR.3</a>		
Tax returns	<a href="#">RR.3</a>		
Telephone records - lease, installation, etc.	<a href="#">RR.17</a>		
Temperature humidity records	<a href="#">RR.10</a>		
Termination records	<a href="#">RR.15</a>		
Test papers	<a href="#">RR.15</a>		
Test procedures: discontinued	<a href="#">RR.10</a>		
Test requisitions, other than pathology and immunohematology testing	<a href="#">RR.10</a>		
Testing - entry control devices	<a href="#">RR.21</a>		
Testing - sealed sources	<a href="#">RR.21</a>		
Time cards	<a href="#">RR.15</a>		
Training and license records - radiology	<a href="#">RR.21</a>		
Training manuals	<a href="#">RR.15</a>		
Training records, lab-personnel records	<a href="#">RR.9</a>		
Training records (not safety)	<a href="#">RR.15</a>		
Transfer records - emergency	<a href="#">RR.12.1</a>		
Transfusion request records	<a href="#">RR.8</a>		
Travel and entertainment records	<a href="#">RR.3</a>		
Trial balance	<a href="#">RR.3</a>		

## RETENTION OF RECORDS

### GENERAL DISCUSSION

According to the OIG's Model Compliance Guidance for Hospitals, hospital compliance programs should provide for the implementation of a records system. This system should establish policies and procedures regarding the creation, distribution, retention, storage, retrieval, and destruction of documents. The two types of documents developed under this system should include: (1) all records and documentation, e.g., clinical and medical records and claims documentation, required either by federal or state law for participation in federal health programs (e.g., Medicare's conditions of participation requirement that hospital records regarding Medicare claims be retained for a minimum of five years, see [42 C.F.R. § 482.24\(b\)\(1\)](#)); and (2) all records necessary to protect the integrity of the hospital's compliance process and confirm the effectiveness of the program, e.g, documentation that employees were adequately trained; reports from the hospital's hotline, including the nature and results of any investigation that was conducted; modifications to the compliance program; self-disclosures; and the result of the hospital's auditing and monitoring efforts.

In looking at the development of a record retention policy, it is important to also consider the statute of limitations under the False Claims Act. The False Claims Act states that an action for a false claims violation "may not be brought – (1) more than six years after the date on which the violation . . . is committed, or (2) more than three years after the date when facts material to the right of action are known or reasonably should have been known by the official of the United States charged with responsibility to act in the circumstances, but in no event more than 10 years after the date on which the violation is committed, whichever occurs last." [31 U.S.C. § 3731\(b\)](#)

The following Retention Schedule was developed for general reference and provides a suggested time frame for maintaining records. The schedule is not intended as a final authority, but as a suggested outline for establishing a record retention program. This schedule was compiled from information in the Code of Federal Regulations, basic IRS regulations, corporate record retention manuals, HFMA reference materials, the Medicare Hospital Manuals, the College of American Pathologists (CAP), Joint Commission on Accreditation of Healthcare Organizations, Florida's *General Records Schedule (GS-4) for Public Hospitals, Health Care Facilities, and Medical Providers (May 2007)*, Practice Brief: Retention of Health Information (AHIMA: June 1999, updated June 2002), and the Florida Statutes and the rules of the state agencies that administer the statutes as written in the Florida Administrative Code.

The record retention program should also reference the confidentiality restrictions that surround patient and employee records. These records must be stored securely and destroyed in a manner that retains the confidentiality of the record – either by shredding, incineration, or other such means of destruction.

**RECORD RETENTION SCHEDULE**

<b><u>Type of Record</u></b>	<b><u>Retention Period</u></b>	<b><u>Reference</u></b>
<b><i>Accounting and Fiscal Records</i></b>		
Accounts payable invoices	Tax return filing date + 6 years	Recommended
Accounts payable ledger	Tax return filing date + 6 years	Recommended
Accounts - charged off	Tax return filing date + 6 years	Recommended
Accounts receivable ledgers and schedules	Tax return filing date + 6 years	Recommended
AHCA cost containment reports	5 calendar years	<a href="#">GS-4</a> (Item 20)
Audit reports - IRS	Permanent	Recommended
Audit work papers - internal	Current + 6 years	Recommended
Balance sheets	Indefinitely	Recommended
Bank deposit records	Tax return filing date + 6 years	Recommended
Bank statements/reconciliations	Tax return filing date + 6 years	Recommended
Bonds	Indefinitely	Recommended
Budget files	3 years after end of the current fiscal year	Recommended
Canceled checks		
<ul style="list-style-type: none"> <li>• Payroll</li> </ul>	Tax return filing date + 6 years	Recommended
<ul style="list-style-type: none"> <li>• Taxes, capital, purchases, important contracts</li> </ul>	Permanent	Recommended
<ul style="list-style-type: none"> <li>• Other</li> </ul>	Tax return filing date + 6 years	Recommended
Cash receipts	6 years after current calendar year	Recommended
Chargemaster	7 years	Recommended
Chart of accounts	Indefinitely	Recommended
Check register	Tax return filing date + 6 years	Recommended
Cost accounting records	7 years	Recommended
Cost report and supporting material	5 years after the cost report is filed	<a href="#">Medicare Claims Processing Manual, Pub. 100-4, Chapter 1, Section 110.3; 42 CFR 413.20; 42 CFR 413.24</a>
Depreciation schedules	Life of equipment + 7 years	Recommended
Electronic payment records	Tax return filing date + 6 years	Recommended
Exempt Organization Annual Information Returns (IRS Form 990)	Permanent	Recommended
Expense reports	Tax return filing date + 6 years	Recommended
Financial reports - monthly	Fiscal year + 3 years	Recommended
Financial statements - certified	Indefinitely	Recommended
Fixed asset purchases	Indefinitely	Recommended
General ledger	Tax return filing date + 6 years	Recommended

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<u>Type of Record</u>	<u>Retention Period</u>	<u>Reference</u>
<b><i>Accounting and Fiscal Records (Continued)</i></b>		
Income - daily summary	7 years	Recommended
Inventory records (general)	Indefinitely	<a href="#">26 CFR 1.6001-1</a>
Invoices (fixed assets, equipment)	Permanent/life of asset or equipment + 7 years	Recommended
Journals	Tax filing date + 6 years	Recommended
List of contracted services	6 years	Recommended
Note: <a href="#">42 CFR § 482.12</a> requires a list of contracted services be maintained, but does not specify retention periods.		
Loan records	Term of loan + 4 years	Recommended
Petty cash records	3 years	Recommended
Property tax payment records	Indefinitely	Recommended
Purchase orders	Life of item + 7 years	Recommended
Subsidiary ledgers	Indefinitely	<a href="#">26 CFR 1.6001-1</a>
Tax bills, statements, payments, receipts	Indefinitely	Recommended
Tax exempt status application	3 years	<a href="#">26 CFR 301.6104(d)-1(a)</a>
Tax returns	Indefinitely	Recommended
Travel and entertainment records	Tax return filing date + 6 years	Recommended
Trial balance	Indefinitely	Recommended
Unclaimed Property	5 years after the property becomes reportable	<a href="#">717.1311, F.S.</a>
Uncollectible accounts	7 years	Recommended
Vouchers		
• Capital expenditures	Life of item + 7 years	Recommended
• Cash	7 years	Recommended
• Other checks	7 years	Recommended
<a href="#">W-2</a> or <a href="#">1099</a> forms	At least 4 years after due date of tax, or the date tax is paid, whichever is later	<a href="#">26 CFR 31.6001-1</a>
Wire transfers	Tax return filing date + 6 years	Recommended
Workers' compensation insurance policies	Current calendar year to date and for the preceding two calendar years	<a href="#">69L-6.015 FAC</a>
Worksheets and related backup documents for tax returns	Tax return filing date + 6 years	Recommended

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<b><u>Type of Record</u></b>	<b><u>Retention Period</u></b>	<b><u>Reference</u></b>
<b><i>Administrative Records</i></b>		
Accreditation - survey and inspection reports	Next report + 5 years	<a href="#">GS-4</a> (Item 1)
Administrative policies and procedures, in effect	Superseded + 7 years	<a href="#">GS-4</a> (Item 120)
Administrative policies and procedures, superseded	Superseded + 7 years	<a href="#">GS-4</a> (Item 120)
Advertising	5 years	Recommended
Affidavits	10 years	Recommended
Ambulance restocking records (documenting replenished drugs and medical supplies) - can be in the form of pre-hospital patient care reports	5 years	<a href="#">42 CFR 1001.952(v)(2)(ii)(C)</a>
Annual reports	Indefinitely	Recommended
Articles of incorporation	Indefinitely	Recommended
Board minutes	Indefinitely	Recommended
Board reports	10 years	Recommended
Bonds - surety	7 years	Recommended
Breach notification log	6 years from date of creation or the date when last in effect, whichever is later	<a href="#">45 CFR 164.530(j)(2)</a>
Business associate agreements	6 years from date of creation or the date when last in effect, whichever is later	<a href="#">45 CFR 164.530(j)(2)</a>
Business licenses	Completion of term of license + 4 years	Recommended
Bylaws and amendments	Indefinitely	Recommended
Calendar/appointment books	Current calendar year + 1 year	Recommended
Canceled stock certificates	15 years	Recommended
Certificate of need	7 years	Recommended
Claims/litigation	Indefinitely	Recommended
Committee agendas, minutes (not otherwise specified in this retention schedule)	6 years	Recommended
Company policy	Until superseded + 7 years	<a href="#">GS-4</a> (Item 120)
Compliance audits/investigations (internal)	6 years	Recommended
Compliance hotline log (annual)	6 years	Recommended
Contracts - major	Indefinitely	Recommended
Contracts - minor	Life + 4 years	<a href="#">42 CFR 420.302(b)</a>
Copyright records	Active + 6 years	<a href="#">35 USC 286</a>
Corporate integrity agreements	6 years	Recommended
Corporate records	Indefinitely	Recommended
Corporate seal	Indefinitely	Recommended
Court orders	Permanent, unless disposal approved by legal counsel	Recommended
Destruction history files	Indefinitely	Recommended

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<b>Type of Record</b>	<b>Retention Period</b>	<b>Reference</b>
<b><i>Administrative Records (Continued)</i></b>		
Donations, endowments, trusts, bequests, contributions	6 years; if a condition is attached to the gift, the records should be kept permanently	Recommended
Emergency action plan	Until superseded	<a href="#">29 CFR 1910.38</a>
Emergency management plan	Until superseded	<a href="#">59A-3.078 FAC</a>
Equipment inventory	Until superseded + 6 years	Recommended
Forms management	Until superseded	Recommended
General correspondence	Purpose served + 3 years	Recommended
Grants, Department of Health	Termination of contract + 6 years or until resolution of audit findings, whichever is latest	DOH Standard Contract
Grants, Health and Human Services	Retain financial, statistical and nonexpendable property records, and any other records pertinent to grants, for 3 years from the date of submission of the final expenditure report, or until resolution of all litigation and federal audit findings. Records for real property and equipment acquired with federal funds must be retained for at least 3 years after final disposition.	<a href="#">45 CFR 74.53</a>
HIPAA security audit log data (off-line)	1 year, unless relevant to ongoing audit, investigation, or litigation	Recommended
HIPAA security audit logs (individual devices – on-line)	30 days	Recommended
HIPAA security policies/procedures, activities, actions or assessments	Active + 6 years	<a href="#">45 CFR 164.316(b)(2)</a>
Insurance policies	Life + 3 years	Recommended
Internal audit records	Current + 6 years	Recommended
Leases/mortgages	Current + 6 years	Recommended
Licenses (federal, state, and local)	4 years from date of termination, cancellation or superseded	Recommended
Marketing plans	3 years from the date superseded	Recommended
Medicare Advantage-related documents	At least 10 years	<a href="#">42 CFR 422.504 (i)(2)</a>
Minutes of meetings (board of directors, executive committee, medical staff)	Indefinitely	Recommended
Newsletters	Indefinitely	Recommended/archival
Newspaper clippings	Indefinitely	Recommended/archival
Organization charts	Until superseded	Recommended
Patents/trademarks	Active + 6 years	<a href="#">35 USC 286</a>
Photographs	Indefinitely	Recommended/archival
Press releases	3 years from the end of the current calendar year	Recommended
Record destruction records	Indefinitely	Recommended
Shareholder records	Indefinitely	Recommended
Stock registers/transactions	Indefinitely	Recommended

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<b><u>Type of Record</u></b>	<b><u>Retention Period</u></b>	<b><u>Reference</u></b>
<i>Dietary</i>		
Bacteriological testing of ice	2 years	Recommended
Dietician counseling summaries	2 years	<a href="#">GS-4</a> (Item 111)
Meal counts	2 years	Recommended
Menus of food served	6 months (30 days per CMS)	<a href="#">GS-4</a> (Item 54) <a href="#">42 CFR 483.480</a> <a href="#">58A-5.020 FAC</a>
Recipe records - standardized	Until obsolete or superseded	<a href="#">GS-4</a> (Item 28)

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<b><u>Type of Record</u></b>	<b><u>Retention Period</u></b>	<b><u>Reference</u></b>
<b><i>Laboratory Records</i></b>		
<b><i>Autopsy Pathology</i></b>		
Accession records	2 years	CAP <a href="#">42 CFR 493.1105</a>
Maintenance records	2 years	CAP
Paraffin blocks	10 years	CAP <a href="#">42 CFR 493.1105</a>
Reports	10 years after date of report	CAP <a href="#">42 CFR 493.1105</a> <a href="#">GS-4</a> (Item 85)
Specimen blocks	2 years	<a href="#">42 CFR 493.1105</a>
Slides	10 years	CAP
Wet tissue	3 months after final report	CAP
<b><i>Blood Bank</i></b>		
Adverse reactions to transfusions	5 years after processing or 6 months after the latest expiration date; if there is no expiration date, records are retained permanently	<a href="#">GS-4</a> (Item 121) <a href="#">21 CFR 606.160</a>
Blood test results	5 years after processing or 6 months after the latest expiration date; if there is no expiration date, records are retained permanently	<a href="#">GS-4</a> (Item 121) <a href="#">21 CFR 606.160</a>
Detail of receipt and disposition of all blood and blood products	5 years after processing or 6 months after the latest expiration date; if there is no expiration date, records are retained permanently	<a href="#">GS-4</a> (Item 121) <a href="#">21 CFR 606.160</a>
Donor records	5 years after processing or 6 months after the latest expiration date; if there is no expiration date, records are retained permanently	CAP <a href="#">GS-4</a> (Item 122) <a href="#">21 CFR 606.160</a>
General records	5 years after processing or 6 months after the latest expiration date; if there is no expiration date, records are retained permanently	<a href="#">GS-4</a> (Item 122) <a href="#">21 CFR 606.160</a>
Immunoematology reports	5 years after processing or 6 months after the latest expiration date; if there is no expiration date, records are retained permanently	<a href="#">42 CFR 493.1105</a> <a href="#">GS-4</a> (Item 84)
Patient records	10 years	CAP
Processing records	5 years	<a href="#">GS-4</a> (Item 121) <a href="#">21 CFR 606.160</a>
Quality control	5 years after processing or 6 months after the latest expiration date; if there is no expiration date, records are retained permanently	<a href="#">GS-4</a> (Item 122) <a href="#">21 CFR 606.160</a>

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<b><i>Blood Bank (Continued)</i></b>		
Records of employee signatures, initials & ID codes	10 years	CAP
Records of permanently deferred donors	Indefinitely	CAP
Refrigeration and blood inspection records	5 years after processing or 6 months after the latest expiration date; if there is no expiration date, records are retained permanently	<a href="#">GS-4 (Item 122)</a> <a href="#">21 CFR 606.160</a>
Samples of transfused blood and recipient blood	7 days post-transfusion 10 day post-crossmatch	CAP
Transfusion request records	5 years after processing or 6 months after the latest expiration date; if there is no expiration date, records are retained permanently	<a href="#">GS-4 (Item 122)</a> <a href="#">21 CFR 606.160</a>
<b><i>Clinical Pathology</i></b>		
Accession records	2 years	CAP
Bone marrow reports	7 years after last entry	<a href="#">GS-4 (Item 80)</a>
Instrument maintenance records	2 years to life of equipment	CAP
Patient test records	2 years	CAP <a href="#">42 CFR 493.1105</a>
Peripheral blood smears/body fluid smears	7 days	CAP
Permanently stained slides - microbiology	7 days	CAP
Quality control records	2 years	<a href="#">GS-4 (Item 81)</a> CAP JC WT.05.01.01 <a href="#">42 CFR 493.1105</a>
Serum/CSF/body fluids (except urine)	48 hours	CAP
Urine	24 hours	CAP
<b><i>Cytopathology</i></b>		
Accession records	2 years	CAP
Fine needle aspiration slides	10 years	CAP
Maintenance records	2 years to life of equipment	CAP
Quality control slides	5 years	<a href="#">42 CFR 493.1105</a>
Reports	10 years	CAP <a href="#">42 CFR 493.1105</a>
Slides (negative/unsatisfactory)	5 years	CAP <a href="#">42 CFR 493.1105</a>
Slides (suspicious/positive)	5 years	CAP <a href="#">42 CFR 493.1105</a>

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<b><u>Type of Record</u></b>	<b><u>Retention Period</u></b>	<b><u>Reference</u></b>
<b><i>Personnel Records</i></b>		
Competency assessment records	2 years (5 years for transfusion medicine)	CAP
Training records	2 years (5 years for transfusion medicine)	CAP
<b><i>Specimens</i></b>		
Bone marrow smears	10 years	CAP
Peripheral body fluid smears/blood smears	7 days	CAP
Permanently stained slides (gram, trichrome, etc)	7 days	CAP
Serum/CSF/body fluids	48 hours	CAP
Subculture of M. Tuberculosis complex	1 year	Recommended
Urine	24 hours	CAP
<b><i>Surgical Pathology</i></b>		
Accession records	2 years	CAP <a href="#">42 CFR 493.1105</a>
Histopathology slides	10 years	<a href="#">42 CFR 493.1105</a>
Maintenance records	2 years to life of equipment	CAP
Paraffin blocks	10 years 2 years	CAP <a href="#">42 CFR 493.1105</a>
Quality control records	2 years	<a href="#">GS-4</a> (Item 81) CAP <a href="#">42 CFR 493.1105</a>
Reports (final)	10 years 5 years	CAP <a href="#">42 CFR 493.1105</a>
Slides	5 years 10 years	<a href="#">42 CFR 493.1105</a> CAP
Wet tissue	7 days after sign out 2 weeks after final report	<a href="#">42 CFR 493.1105</a> CAP
<b><i>Tissue Typing</i></b>		
Quality control records	5 years	CAP
Reports/records	Indefinitely	<a href="#">GS-4</a> (Item 99)

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<b><u>Type of Record</u></b>	<b><u>Retention Period</u></b>	<b><u>Reference</u></b>
<b><i>Miscellaneous</i></b>		
Computer system validation records	2 years beyond life of system	CAP
Direct-to-consumer testing results, including reference ranges	10 years	CAP
Documentation of orders	7 years	<a href="#">42 CFR 424.516</a>
Immunohematology quality control records	5 years Duplicates: Retain until obsolete, superseded or administrative value is lost.	<a href="#">GS-4</a> (Item 82)
Initial test methodology verification and correlation studies	Life of test + 2 years	<a href="#">42 CFR 493.1211(g)</a>
Instrument calibration and verification records	2 years	<a href="#">42 CFR 493.1105</a> CAP
Instrument maintenance logs - major repairs, parts replacement and annual maintenance	Life of equipment	Recommended
Instrument maintenance logs - daily, weekly, or monthly performance testing and function checks	2 years	CAP
Instrument printouts/worksheets	2 years	CAP <a href="#">42 CFR 493.1107</a>
Ongoing computer system checks (e.g., calculation verification)	2 years	CAP
Patient testing reports	2 years	<a href="#">GS-4</a> (Item 83)
Pipette/thermometer calibration	2 years	CAP
Policies and procedures	At least 2 years following discontinuance (5 years for transfusion medicine)	CAP
Proficiency testing records	2 years (5 years for transfusion medicine)	CAP <a href="#">GS-4</a> (Item 93 and 94)
Quality control	2 years	CAP <a href="#">42 CFR 493.1105</a> <a href="#">GS-4</a> (Item 81)
Records of changes to software, the test library, and major functions of laboratory information systems	2 years beyond the life of the system	CAP
Specimen requisitions (including patient chart or medical record if used as the requisition)	2 years	CAP
Temperature humidity records	2 years	CAP
Test procedures: discontinued	4 years after discontinued	<a href="#">GS-4</a> (Item 103)
Test requisitions, other than pathology and immunohematology testing	2 years	<a href="#">GS-4</a> (Item 95) <a href="#">42 CFR 493.1105</a>

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<b>Type of Record</b>	<b>Retention Period</b>	<b>Reference</b>
<b><i>Patient Records</i></b>		
Abortions and related medical services documentation	3 years	<a href="#">42 CFR 36.56</a> <a href="#">42 CFR 50.309</a>
Accounting of disclosures of protected health information	6 years from date of creation of the last effective date, whichever is longer	<a href="#">45 CFR 164.528</a>
Admission reports: statistical	3 fiscal years	<a href="#">GS-4</a> (Item 2)
Advance Beneficiary Notice (ABN)	5 years from discharge/completion of delivery of care	<a href="#">MLN Matters 7821</a>
Ambulance restocking records	5 years	<a href="#">42 CFR 1001.952(v)(2)(ii)(c)</a>
Anesthesia records	Adults: 7 years after last entry Children under one year of age: Retain until 8 <sup>th</sup> birthday	<a href="#">GS-4</a> (Item 80 and Item 130)
Authorization for use or disclosure	6 years from date of creation or the date when last in effect, whichever is later	<a href="#">45 CFR 164.530(j)(2)</a>
Autopsy reports	7 years	<a href="#">GS-4</a> (Items 80, 130, and 133)
Birth records/certifications	Record copy: Indefinitely (filed with State Registrar of Vital Statistics). Duplicates: Until obsolete, superseded, or administrative value is lost.	<a href="#">GS-4</a> (Item 6)
Census, daily	5 years	Recommended
Clinics, rural health	6 years from date of last entry	<a href="#">42 CFR 491.10(c)</a>
Clinical records - home health agencies (non-skilled care)	Termination of services + 3 years	<a href="#">FS 400.491</a>
Clinical records - home health agencies (skilled care)	Termination of services + 6 years	<a href="#">FS 400.491</a> <a href="#">59A-8.022(4) FAC</a>
Complaints related to HIPAA privacy	6 years	<a href="#">45 CFR 164.530(d)</a>
Comprehensive outpatient rehabilitation facilities (CORFs)	5 years after patient discharge	<a href="#">42 CFR 485.60(c)</a>
Critical access hospitals (CAHs)	6 years from date of last entry, or longer if the records may be needed in any pending proceeding.	<a href="#">42 CFR 485.638(c)</a>
Death certificates	Record Copy: Indefinitely (filed with State Registrar of Vital Statistics). Duplicate: As long as the item it relates to (filed in the patient's medical record) or 3 years if separate.	<a href="#">GS-4</a> (Item 22)
Diagnostic images	7 years	<a href="#">GS-4</a> (Item 78)
Dialysis records	Adults: 7 years after last entry Children under one year of age: Retain until 8 <sup>th</sup> birthday	<a href="#">GS-4</a> (Item 80 and Item 130)
Documentation of orders	7 years	<a href="#">42 CFR 424.516</a>

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<u>Type of Record</u>	<u>Retention Period</u>	<u>Reference</u>
<b><i>Patient Records (continued)</i></b>		
EKG/EEG/fetal heart monitor records	30 days after report is filed (refers to actual strips generated by various vital sign monitors and testing devices where a report or interpretation has been recorded in the patient medical record). If no report, strips take the retention of the patient medical record.	<a href="#">GS-4</a> (Item 118)
Fetal heart monitor records	Record copy: Eighth birthday (filed with State Registrar of Vital Statistics). Duplicate: Until obsolete, superseded or administrative value is lost (filed in the patient's medical record).	<a href="#">GS-4</a> (Item 130)
Grievances/complaints (patient) – complaint, investigation materials, correspondence	6 years after resolution	Recommended
HCRA (Health Care Responsibility Act) case records	3 years from the date of the last action taken on the case	<a href="#">HCRA Manual, Chapter 2, Section 2-29</a>
HCRA financial records	3 years from the date of the last payment for the individual is received	<a href="#">HCRA Manual, Chapter 2, Section 2-30</a>
HIV test results	Adults: 7 years after last entry Children under one year of age: Retain until 8 <sup>th</sup> birthday	<a href="#">GS-4</a> (Item 80 and Item 130)
Inpatient rehabilitation facility resident assessment instrument (IRF-PAI)	5 years for Medicare Part A fee-for-service patients; 10 years for Medicare Part C enrollees	<a href="#">42 CFR 412.610(f)</a> <a href="#">42 CFR 422.504(d)</a>
Master patient indexes	Record copy: 10 years Duplicates: Until obsolete, superseded or administrative value is lost	<a href="#">GS-4</a> (Item 49)
Medical device reports (MDR) and records of MDR reportable events	At least 2 years from date of the event	<a href="#">21 CFR 803.18(c)</a>
Medical records: hospital	Adults: 7 years after last entry Children under one year of age: retain until 8 <sup>th</sup> birthday	<a href="#">GS-4</a> (Item 80 and Item 130) <a href="#">42 CFR 482.24(b)(1)</a>
Medical records: nursing home minors	Retain until 24 years of age or 7 years after last entry, whichever is longer	<a href="#">GS-4</a> (Item 133)
Medicare/Medicaid records	5 years provided all audit issues have been resolved	<a href="#">Medicare Claims Processing Manual, Pub. 100-04, Chapter 1, Section 110.3</a> <a href="#">GS-4</a> (Item 132)
Medicare secondary payer questionnaire	10 years	<a href="#">Medicare Secondary Payer Manual, Pub 100-05, Chapter 3, Section 20.2.2</a>
Notice of privacy practices	6 years from date of creation or the date when last in effect, whichever is later	<a href="#">45 CFR 164.530(j)(2)</a>

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<u>Type of Record</u>	<u>Retention Period</u>	<u>Reference</u>
<b><i>Patient Records (continued)</i></b>		
Ordering and certifying documentation for – <ul style="list-style-type: none"> <li>• A provider or supplier that furnishes covered ordered items of DMEPOS, clinical laboratory, imaging services, or covered ordered/certified home health services</li> <li>• A physician who orders/certifies home health services and a physician or, when permitted, other eligible professional, who orders items of DMEPOS or clinical laboratory or imaging services</li> </ul>	7 years from date of service	<a href="#">MLN Matters MM 7890</a>
Screening procedures/services	7 years after last entry	<a href="#">GS-4</a> (Item 80)
Social service confidential case histories (clinic)	Adults: 7 years after last entry Children under one year of age: Retain until 8 <sup>th</sup> birthday	<a href="#">GS-4</a> (Item 80 and Item 130)
Transfer records - emergency	5 years from date of transfer	<a href="#">42 USC 1395cc(a)(1)(I)(ii)</a> <a href="#">42 CFR 489.20(r)(1)</a> <a href="#">CMS Interpretive Guidelines</a>
Video records of diagnostic tests	Adults: 7 years after last entry Children under one year of age: Retain until 8 <sup>th</sup> birthday	Recommended

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<b><u>Type of Record</u></b>	<b><u>Retention Period</u></b>	<b><u>Reference</u></b>
<b><i>Personnel Records</i></b>		
Action records	2 years	Recommended
Affirmative action disputes	5 years	<a href="#">29 CFR 30.8</a>
Attendance records	Calendar year + 2 years	<a href="#">29 CFR 516.6(a)(1)</a>
Beneficiary designations	Active + 6 years	<a href="#">29 USC 1027</a>
Benefit plans	Termination of plan +1 year	<a href="#">29 CFR 1627.3(b)(2)</a>
Clock records	Calendar year + 2 years	<a href="#">29 CFR 516.6(a)(1)</a>
Contracts/agreements	Completion of contract + 3 years	Recommended
Daily time reports	Calendar year + 2 years	<a href="#">29 CFR 516.6(a)(1)</a>
Disability plan	Active + 6 years	<a href="#">29 CFR 1627.3(b)(2)</a> <a href="#">29 USC 1027</a>
Disciplinary action records	Term of employment +1 year	<a href="#">29 CFR 1602.14</a> <a href="#">29 CFR 1627.3</a>
Earnings records	3 years	<a href="#">29 CFR 516.5(a)</a>
Education assistance program records	Active + 6 years	<a href="#">29 USC 1027</a>
Employee accident/injury reports	Current year + 5 years	<a href="#">29 CFR 1904.33(a)</a>
Employee competency/credentialing	Separation + 7 years	Recommended
Employee contracts	Term of contract + 3 years	<a href="#">29 CFR 516.5(a)</a>
Employee evaluations	Calendar year + 4 years	<a href="#">5 CFR 293.404(a)(1)(i)</a>
Employee files	3 years	<a href="#">29 CFR 1627.3(a)</a>
Employee leasing company, labor pool, and temporary labor service records	Current calendar year to date and for the preceding three calendar years	<a href="#">69L-6.015 FAC</a>
Employee licenses	Separation + 7 years	Recommended
Employee medical records	Length of employment + 30 years except health insurance claims, first aid not provided by medical professional, or records for employee of less than 1 year as long as copy provided to employee at termination	<a href="#">29 CFR 1910.1020(d)(i)</a> <a href="#">29 CFR 1910.1030(h)</a>
Employee polygraph records	At least 3 years	<a href="#">29 CFR 801.30</a>
Employee relocation records	Current year + 6 years	<a href="#">29 USC 1027</a>
Employee withholding certificates	2 years	<a href="#">29 CFR 516.6(c)</a>
Employer Information Report EEO-1	Permanent	<a href="#">29 CFR 1602.7</a>
Employment and unemployment reports	Current calendar year to date and for the preceding three calendar years	<a href="#">69L-6.015 FAC</a>
Employment applications (hired)	3 years	<a href="#">29 CFR 1627.3(b)(1)(i)</a>
Employment applications (non-hires)	Calendar year +1 year	<a href="#">29 CFR 1602.14</a>

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<b><u>Type of Record</u></b>	<b><u>Retention Period</u></b>	<b><u>Reference</u></b>
<b><i>Personnel Records (Continued)</i></b>		
Employment Eligibility Verification Form (INS Form I-9)	At least 3 years after date of hire or 1 year after termination of employment, whichever is later	<a href="#">8 CFR 274A.2</a>
Employment tax returns	At least 4 years after the due date of the tax for the return period to which the records relate, or the date the tax is paid, whichever is later	<a href="#">26 CFR 31.6001-1</a>
Equal Pay Act records	At least 2 years	<a href="#">29 CFR 1620.32</a>
Exclusion search results	7 years	Recommended
Expense reports	Tax return filing date + 6 years	<a href="#">26 CFR 301.6501(f)-1</a>
Exposure to toxic substances	Active + 30 years	<a href="#">29 CFR 1910.1020(d)(ii)</a>
Family Medical Leave Act records	At least 3 years	<a href="#">29 CFR 825.500</a>
Fidelity bonds	3 years	Recommended
Flexible spending account records	Current year + 6 years	<a href="#">29 USC 1027</a>
Fringe benefits	3 years	Recommended
Garnishments	7 years	Recommended
Group life insurance records	Current year + 6 years	<a href="#">29 USC 1027</a>
Hazardous waste training records	5 years	<a href="#">29 CFR 1910.120</a>
Health and safety bulletins	3 years from the date of receipt	Recommended
Incentive plan records	Current year + 6 years	<a href="#">29 USC 1027</a>
Inservice/professional development records	7 years	Recommended
Insurance records - group and employee	1 year past termination of plan	<a href="#">29 CFR 1627.3(b)(2)</a>
Job advertisements	1 year	<a href="#">29 CFR 1627.3(b)(1)(i)</a>
Job classifications (outdated)	2 years	<a href="#">29 CFR 1620.32</a>
Job descriptions	Superseded + 7 years	Recommended
Labor/management reporting records	Filing + 5 years	<a href="#">29 USC 436</a> <a href="#">29 CFR 405.9</a>
Locum tenens arrangements	1 year from date record was made or personnel action taken, whichever is later	<a href="#">29 CFR 1602.14</a> <a href="#">29 CFR 1627.3</a>
Log of occupational injuries or illnesses resulting in medical treatment (other than first aid); loss of consciousness or restriction of work or motion; transfer or termination of employment	5 years following the end of the calendar year that the records cover	<a href="#">29 CFR 1904.33(a)</a>
Manuals, directives, procedures, policies	Superseded + 7 years	<a href="#">GS-4</a> (Item 120)
Merit systems	1 year after termination of plan	<a href="#">29 CFR 1627.3(b)(2)</a>
Notices of leave (FMLA)	3 years	<a href="#">29 CFR 825.500(b)</a>
Nurse staffing records	7 years	<a href="#">GS-4</a> (Item 126)
OSHA reports	Year reported + 5 years	<a href="#">29 CFR 1904.33(a)</a> <a href="#">29 CFR 1904.44</a>

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<u>Type of Record</u>	<u>Retention Period</u>	<u>Reference</u>
<b><i>Personnel Records (Continued)</i></b>		
Overtime reports	3 years from last date of entry	<a href="#">29 CFR 516.5(a)</a>
Payroll records	3 years from last date of entry	<a href="#">29 CFR 516.5(a)</a>
Pension/profit sharing plans	1 year after its termination	<a href="#">29 CFR 1627.3(b)(2)</a>
Personnel files - terminated	3 years	<a href="#">29 CFR 1627.3(b)</a>
Personnel policies	Superseded + 7 years	<a href="#">GS-4 (Item #120)</a>
Physical examinations	1 year	Recommended
Policies and procedures pertaining to protected health information	Active + 6 years	<a href="#">45 CFR 164.316(b)(2)</a>
Records of family and medical leave, including notices, requests, dates, disputes or complaints	3 years	<a href="#">29 CFR 825.500(b)</a>
Retirement plan	1 year after its termination	<a href="#">29 CFR 1627.3(b)(2)</a>
Salary and rate changes	3 years from last date of entry	<a href="#">29 CFR 516.5(a)</a>
Savings bonds records - employee	3 years	Recommended
Schedules, medical personnel	7 years	<a href="#">GS-4 (Item 126)</a>
Skilled nursing facility posting of daily nurse staffing information	18 months, or as required by State law, whichever is greater	<a href="#">42 CFR 483.30(e)(4)</a>
Substance abuse testing	1 year from date personnel action taken	<a href="#">29 CFR 1627.3(b)(1)(v)</a>
Termination records	Term of employment + 1 year	<a href="#">29 CFR 1602.14</a> <a href="#">29 CFR 1627.3</a>
Test papers	1 year	Recommended
Time cards	2 years from last date of entry	<a href="#">29 CFR 516.6(a)(1)</a>
Training manuals	Indefinitely	Recommended
Training records (not safety)	After completion + 1 year	<a href="#">29 CFR 1627.3(b)(1)(ii)</a>
Unemployment tax	4 years after tax is due or paid	<a href="#">26 CFR 31.6001-1</a>
Union agreements	Permanently	Recommended
W-2 or 1099 forms	At least 4 years after due date of tax or the date tax is paid, whichever is later	<a href="#">26 CFR 31.6001-1</a>
Wage rate tables	2 years from last effective date	<a href="#">29 CFR 516.6(a)(2)</a>
Withholding certificates (W-4)	At least 4 years after due date of tax or the date tax is paid, whichever is later	<a href="#">26 CFR 31.6001-1</a>
Work authorization records - Form I-9	3 years from date of hire, or 1 year after termination of employment, whichever is later	<a href="#">8 USC 1324a(b)(3)</a> <a href="#">Immigration Reform and Control Act of 1986</a>

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<u>Type of Record</u>	<u>Retention Period</u>	<u>Reference</u>
<b><i>Pharmacy Records</i></b>		
Alcohol (tax free) inventory	Date of transaction + 3 years	<a href="#">27 CFR 22.164</a>
Inspection report	2 years after last entry	<a href="#">GS-4</a> (Item 129)
Inventory records, controlled substances	Current year + 2 years	<a href="#">FS § 499.0121</a> <a href="#">FS § 893.07</a> <a href="#">GS-4</a> (Item 127) <a href="#">21 CFR 1304.04(a)</a>
Medicare Part D-related documents	10 years	<a href="#">42 CFR 423.505(i)(2)</a>
Order form DEA 222	2 years	<a href="#">21 CFR 1305.17</a>
Patient profiles	2 years after last entry	<a href="#">GS-4</a> (Item 129)
Pharmacy register	2 years after last entry	<a href="#">GS-4</a> (Item 129)
Prescriptions, controlled substances	2 years	<a href="#">21 CFR 1304.04</a>
Prescriptions, non-controlled substances	2 years from date of dispensing	<a href="#">GS-4</a> (Item 64) <a href="#">21 CFR 1304.04(a)</a>
Radioactive drug records	5 years	<a href="#">42 CFR 482.53</a>
Records of prescription drugs distribution	4 years after the creation or receipt of the record, whichever is later	<a href="#">F.S. § 465.022(12)(b)</a>
Returned drugs, credit memo	3 years after the date of creation	<a href="#">21 CFR 203.60</a>

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<u>Type of Record</u>	<u>Retention Period</u>	<u>Reference</u>
<b><i>Plant and Property Records</i></b>		
Appraisals	Superseded + 20 years	Recommended
Construction records	Indefinitely	Recommended
Damage reports	4 years after occurrence	Recommended
Deeds/titles - active	Indefinitely	Recommended
Deeds/titles - inactive	9 years after completion/termination	Recommended
Easements	9 years after termination	Recommended
Environmental exposure records	Termination/expiration of license + 1 year	<a href="#">GS-4 (Item 123)</a>
Incinerator (onsite) records	3 calendar years	<a href="#">GS-4 (Item 97)</a>
Inspection reports	Date report filed + 5 years	<a href="#">FS § 395.0162(1)</a>
Lease payment records	Lease term + 4 years	Recommended
Leasehold improvements	Indefinitely	Recommended
Maintenance, building	10 years	Recommended
Maintenance and repair - machinery	5 years	Recommended
Maintenance logs (heating, air conditioning, ventilation)	Life of equipment + 6 years	Recommended
Material safety data sheets	As long as hazardous material is in workplace	<a href="#">29 CFR 1910.1200(g)(8)</a>
Mortgages	Term of mortgage + 7 years	Recommended
OSHA records	5 years following end of year to which they relate	<a href="#">29 CFR 1904.33</a> <a href="#">29 CFR 1904.44</a>
Permits - business & construction	Superseded + 20 years	Recommended
Plans, blueprints, drawings	Superseded + 50 years	Recommended
Real estate purchases	Indefinitely	Recommended
Scrap and salvage records	7 years	Recommended
Space allocation records	2 years	Recommended
Telephone records - lease, installation, etc.	Indefinitely	Recommended
Wiring schematics, drawings	Indefinitely	Recommended

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<u>Type of Record</u>	<u>Retention Period</u>	<u>Reference</u>
<b><i>Public Relations Records</i></b>		
Advertisements	5 years	Recommended
Consent to photograph	6 years after the date of creation	<a href="#">45 CFR 164.530(j)(2)</a>
Marketing materials	5 years	Recommended
Newspaper and magazine clippings	Indefinitely	Recommended
Photographs, institutional	Indefinitely	Recommended
Press Releases	5 years	Recommended
Publications, in-house	5 years	Recommended

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<u>Type of Record</u>	<u>Retention Period</u>	<u>Reference</u>
<b><i>Purchasing/Receiving</i></b>		
Acknowledgments	1 year	Recommended
Bids and awards	Fiscal year + 3 years	Recommended
Contracts	Life + 3 years	Recommended
Purchase orders	Life of item + 7 years	Recommended
Purchase requisitions	Fiscal year +1 year	Recommended
Quotations	1 Year	Recommended
Receiving documents	Fiscal year +1 year	Recommended
Returned goods credits	6 years	Recommended

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<b><u>Type of Record</u></b>	<b><u>Retention Period</u></b>	<b><u>Reference</u></b>
<b><i>Radiology</i></b>		
Air sampling and bioassays	3 years 1 year after expiration or termination of license	<a href="#">64E-5.440 FAC</a> <a href="#">GS-4 (Item 107)</a> <a href="#">10 CFR 20.2103</a>
Audits - radiation protection program	3 years	<a href="#">64E-5.335 FAC</a> <a href="#">GS-4 (Item 108)</a> <a href="#">10 CFR 20.2102</a>
Complaint records - mammography facility	7 years after investigation	<a href="#">GS-4 (Item 91)</a>
Documentation of orders	7 years	<a href="#">42 CFR 424.516</a>
Dosimeter logs - individual	Expiration/termination of license	<a href="#">64E-5.440 FAC</a>
Disposal of nuclear byproducts	Termination of license	<a href="#">10 CFR 30.51</a>
Environmental exposure records	Expiration/termination of license + 1 year	<a href="#">64E-5.440 FAC</a> <a href="#">GS-4 (Item 123)</a>
Inspections reports	Compliance + 2 years	<a href="#">GS-4 (Item 101)</a>
Inventory - sealed radiation sources	3 years	<a href="#">64E-5.440 FAC</a> <a href="#">GS-4 (Item 115)</a>
Maintenance/inspections - radiographic devices	3 years	<a href="#">64E-5.440 FAC</a> <a href="#">GS-4 (Item 116)</a>
Mammogram film	No less than 5 years, or no less than 10 years if a patient has had no other mammograms at the facility	<a href="#">Mammography Quality Standards Act</a> <a href="#">21 CFR 900.12(c)(4)(i)</a> <a href="#">GS-4 (Item 90)</a>
Misadministration records	20 years	<a href="#">64E-5.345 FAC</a>
Monitoring records - packages of radioactive materials	3 years	<a href="#">GS-4 (Item 104)</a>
NRC Form 4 - prior occupational dose	3 years	<a href="#">10 CFR 20.2104</a>
NRC Form 5 - occupational monitoring	Duration of license	<a href="#">10 CFR 20.2106</a>
Nuclear medicine services	5 years	<a href="#">42 CFR 482.53(d)</a>
Planned special exposure	Expiration/termination of license + 1 year	<a href="#">64E-5.338 FAC</a> <a href="#">GS-4 (Item 112)</a>
Quality control survey - mammography facility	Not less than 5 years, or not less than 10 years if no additional mammograms of the patient are performed at the facility 1 calendar year	<a href="#">21 CFR 900.12(d)(2)</a>  <a href="#">GS-4 (Item 92)</a>
Quarterly inventory of all sources of radiation	2 years	<a href="#">64E-5.1105 FAC</a>
Radiation detection instrumentation	3 years	<a href="#">64E-5.440 FAC</a> <a href="#">GS-4 (Item 86)</a>
Radiation equipment - minor maintenance	2 years	<a href="#">GS-4 (Item 87)</a> <a href="#">59A-6.026 FAC</a>

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<b><u>Type of Record</u></b>	<b><u>Retention Period</u></b>	<b><u>Reference</u></b>
<b><i>Radiology (Continued)</i></b>		
Radiation monitoring records - human exposure	Expiration/termination of license + 1 year	<a href="#">64E-5.339 FAC</a> <a href="#">GS-4 (Item 88)</a>
Radiation protection program records	Expiration/termination of license + 1 year 3 years after the record is made	<a href="#">GS-4 (Item 124)</a> <a href="#">64E-5.335 FAC</a> <a href="#">10 CFR 20.2102</a>
Radiation source records, disposal	Duration of license	<a href="#">10 CFR 20.2108</a>
Radioactive waste disposal records	Expiration/termination of license + 1 year	<a href="#">64E-5.340 FAC</a> <a href="#">GS-4 (Item 89)</a>
Radioactive waste disposal records - non-sealed source	3 years	<a href="#">GS-4 (Item 113)</a>
Radiologic services – hospital	5 years	<a href="#">42 CFR 482.26(d)</a>
Receipt or transfer of nuclear byproducts	Possession/transfer + 3 years	<a href="#">10 CFR 30.51</a>
Records related to radioisotopes (receipt, transfer, use, storage, delivery, disposal, and over-exposure)	Possession + 3 years following transfer or disposal of material	<a href="#">10 CFR 30.51</a>
Surveys	3 years	<a href="#">GS-4 (Item 106)</a> <a href="#">64E-5.336 FAC</a> <a href="#">10 CFR 20.2103</a>
Survey instrument, dosimeter, alarm ratemeter calibrations	3 years	<a href="#">64E-5.440 FAC</a> <a href="#">10 CFR 20.2103</a>
Testing - entry control devices	3 years	<a href="#">64E-5.341 FAC</a> <a href="#">GS-4 (Item 114)</a>
Testing - sealed sources	3 years	<a href="#">GS-4 (Item 105)</a> <a href="#">64E-5.337 FAC</a>
Training and license records	7 years after separation or termination of employment	<a href="#">GS-4 (Item 100)</a>
Utilization logs	2 years	<a href="#">64E-5.1106 FAC</a> <a href="#">GS-4 (Item 117)</a>
X-Ray films	7 years	<a href="#">GS-4 (Item 78)</a>
X-Ray logs	Last entry + 7 years	<a href="#">GS-4 (Item 98)</a>

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<u>Type of Record</u>	<u>Retention Period</u>	<u>Reference</u>
<b><i>Research Records</i></b>		
Contracts with study sponsors and principal investigations, including related documentation	30 years after completion of research	Recommended
Human subject research records	30 years after completion of research	Recommended
Institutional Review Board records (research proposals, consent documents, progress reports, reports of injuries to subjects, minutes of meetings, correspondence, records of continuing review activities, member list, written procedures, statements of significant new findings)	Completion of research + 3 years	<a href="#">21 CFR 56.115</a> <a href="#">45 CFR 46.115</a>
Institutional review board - clinical services	2 years after the latter of (1) the date on which the investigation is terminated/completed or (2) the date that the records are no longer required for purposes of supporting a pre-market approval application or notice of completion of a product development protocol	<a href="#">21 CFR 812.140(d)</a>
Other research reports	6 years	Recommended

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<b><u>Type of Record</u></b>	<b><u>Retention Period</u></b>	<b><u>Reference</u></b>
<b><i>Other</i></b>		
Air ambulance safety committee - minutes	2 years	<a href="#">GS-4 (Item 125)</a>
Aviation logs and reports	3 years	<a href="#">14 CFR 249.20</a>
Biomedical waste exception form	3 years	<a href="#">GS-4 (Item 96)</a>
Biomedical waste management records	3 years	<a href="#">64E-16.003 FAC</a>
Biomedical waste shipment logs	3 years	<a href="#">GS-4 (Item 96)</a>
Birth reports	Record copy: Permanent (retained by office of Vital Statistics) Duplicate: Until obsolete, superseded, or administrative value is lost	<a href="#">GS-4 (Item 6 and 162)</a>
Cancer registry reports	75 years after last entry	<a href="#">GS-4 (Item 10)</a>
Child abuse reports	Record copy: Eighth birthday Duplicates: Retain until obsolete, superceded or administrative value is lost	<a href="#">GS-4 (Item 130)</a>
Collective bargaining agreements	Last effective date + 3 years	<a href="#">29 CFR 516.5(b)</a>
Code cart checks	3 years	Recommended
Continuing education programs – nursing	4 years	<a href="#">64B9-5.003 FAC</a>
Correspondence - accounting	5 years	Recommended
Correspondence - administrative	3 years after completion of current calendar year	Recommended
Correspondence - advertising	3 years	Recommended
Correspondence - credit collection	7 years	Recommended
Correspondence - engineering and technical	10 years	Recommended
Correspondence - general	Purpose served + 3 years	Recommended
Correspondence - legal	Indefinitely	Recommended
Correspondence - marketing	3 years	Recommended
Correspondence - personal	6 years	Recommended
Correspondence - sales & service	5 years	Recommended
Correspondence - tax	Indefinitely	Recommended
Delivery room logs	10 years	<a href="#">GS-4 (Item 23)</a>
Emergency run reports	7 years after last entry	<a href="#">GS-4 (Item 70)</a>
Emergency transfer logs/records	5 years after event	<a href="#">42 USC 1395cc(a)(1)(I)(ii)</a> <a href="#">42 CFR 489.20(r)(1)</a>
Evidence of qualification to receive incentive payments for meaningful use of electronic health records	6 years from the date of registration for the incentive program	<a href="#">42 CFR 495.8(c)(2)</a>
Exclusion search results	7 years	Recommended
Fire prevention program	Superseded + 7 years	Recommended
Gunshot wound reports - hospital copy	30 days	<a href="#">GS-4 (Item 128)</a>

<b><i>Other (Continued)</i></b>		
Hardware and software operating instructions, warranties, system requirements, configurations, etc.	Life of product + 2 years	Recommended
Hazard communications records - safety data sheets	As long as hazardous material in workplace	<a href="#">29 CFR 1910.1200(g)(8)</a>
Human tissue intended for transplantation (screening records; donor records; distribution, destruction, disposition records)	10 years after date of transplantation, distribution, disposition, or expiration of the tissue, whichever is latest	<a href="#">21 CFR 1270.33</a>
Implant log (surgery)	Indefinitely	Recommended
Incident reports	7 calendar years after incident	<a href="#">GS-4</a> (Item 40)
Infection control reports	5 years	<a href="#">GS-4</a> (Item 131)
Inspection and approval by state and local fire control agencies	6 years	Recommended
Note: 42 CFR 482.41 requires that hospitals that participate in Medicare must keep written evidence of regular inspection and approval by fire control agencies, but no retention period is specified.		
Inspection reports (other)	5 years from date report filed	<a href="#">FS § 395.0162(1)</a>
Medical device tracking	Useful life	<a href="#">21 CFR 821.60</a>
Medical directives, policies and procedures	Superseded + 7 years	<a href="#">GS-4</a> (Item 120)
Medical procedure manuals	Superseded + 7 years	<a href="#">GS-4</a> (Item 120)
Medical staff bylaws	Permanent	Recommended
Medical staff files	7 years separation or termination of employment	Recommended
Nursing care plans	7 years	<a href="#">GS-4</a> (Item 126)
Ordering and referring documentation, including the NPI, related to written orders and requests for payments for covered DMEPOS, home health, laboratory, imaging, or specialist services	7 years from the date of service	<a href="#">42 CFR 424.516(f)</a> <a href="#">42 CFR 424.535(a)(10)</a>
Peer review records	Indefinitely	Recommended
Performance improvement records	3 years from date of last survey report	Recommended
Physician on-call records	5 years	<a href="#">42 USC 1395cc</a> <a href="#">42 CFR 489.20(r)(2)</a>
Policy statements and directives	Indefinitely while in effect; 7 years if superseded	<a href="#">GS-4</a> (Item 120)
Political action committee (PAC) donations and activities	3 years after the report to which such records and accounts relate is filed	<a href="#">11 CFR 102.9</a> <a href="#">11 CFR 104.14</a>

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<b><u>Type of Record</u></b>	<b><u>Retention Period</u></b>	<b><u>Reference</u></b>
<b><i>Other (Continued)</i></b>		
Research grant/award records	3 years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of submission of the quarterly or annual financial report, unless grantee involved in litigation, review, or audit before the 3-year period (retain records until resolved)	<a href="#">OMB Circular A-110</a> <a href="#">45 CFR 74.53</a>
Respiratory protection program	Termination/expiration of license + 1 year	<a href="#">GS-4</a> (Item 107)
Risk management records - internal	7 calendar years	<a href="#">GS-4</a> (Item 69)
Service agreements	Completion of contract + 3 years	Recommended
Statistics on admissions, services and discharges	3 fiscal years	<a href="#">GS-4</a> (Item 2)
Surgical/operative index	10 years	<a href="#">GS-4</a> (Item 60)
Surgical privileges list	Privilege + 6 years	Recommended
Note: 42 CFR 482.51 requires the surgical service of hospitals that participate in Medicare maintain a roster of practitioners specifying the surgical privileges of each practitioner, but no retention period is specified.		
Tumor registry files	75 calendar years after last entry	<a href="#">GS-4</a> (Item 10)
Utilization review records	Retention periods are not specified	<a href="#">42 CFR 456.100.145</a>
Vehicle operation and maintenance	Life of vehicle + 6 years	Recommended
Volunteer records	2 years after termination of volunteer status	Recommended

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