



STATE OF WASHINGTON

LOCAL RECORDS COMMITTEE

*Office of the State Auditor • Office of the Attorney General • Office of the State Archivist
PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900*

**January 27, 2011 – 10:00 a.m.
Archives Conference Room**

1129 Washington St SE, Olympia, WA, 98504

AGENDA

I. ROUTINE ITEMS

- A. Call to Order
- B. Introduction of Guests
- C. Approval of Minutes for December 2, 2010
- D. Adoption of Today's Agenda

II. NEW BUSINESS/ACTION ITEMS

- A. Health Departments and Districts Records Retention Schedule Version 4.0*
- B. Public Hospital Districts Records Retention Schedule Version 5.0*

III. WASHINGTON STATE ARCHIVES UPDATES

- A. Revision of Records Retention Schedules – Julie Woods
 - i. CORE Asset Management
 - ii. JUSTICE
- B. Destruction after Digitization (DAD) Applications – Russell Wood
- C. Announcements from the State Archivist – Jerry Handfield

IV. NEXT MEETING – March 31, 2011, 10am

V. ADJOURNMENT



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PO Box 40238 • Olympia, Washington 98504-0238 • (360) 586-4900*

December 2, 2010 – 10:00 a.m.
State Archives Conference Room
1129 Washington St SE, Olympia, WA 98504

MEETING MINUTES

Members Present: Mark Rapozo (Chair) – State Auditor's Office, Cindy Evans – Attorney General's Office, Jerry Handfield – State Archivist.

Staff Present: Russell Wood – State Records Manager, Julie Woods – Local Government Records Management Specialist, Megan Bezzo – Electronic Records Management Consultant, Patrick Williams – Local Government Grants Coordinator, Erin Whitesel-Jones – Southwest Regional Archives, Debbie Bahn and Kerry Barbour – Digital Archives (via Poly-Com).

Guests Present: Nicole Phillipson – City of Olympia, Andrea Bettger – City of Seattle/Seattle City Light, Terri Stolz – City of Olympia, Laura Edgar – King County, Joy Sage – City of Tacoma/Tacoma Power.

I. ROUTINE ITEMS

A. Call to Order

Mark Rapozo called the meeting to order at 10:00 a.m.

B. Introduction of Guests

C. Approval of Minutes for September 16, 2010

Motion to adopt the September 16, 2010 minutes as presented with corrections submitted by Jerry Handfield: Evans; seconded by Rapozo.

Resolution: Motion carried

D. Adoption of December 2, 2010 Agenda

Motion to adopt the agenda as presented: Evans; seconded by Handfield.

Resolution: Motion carried

II. NEW BUSINESS/ACTION ITEMS

A. Public Utilities Records Retention Schedule (Version 1.0) (UTILITIES) - Julie Woods

Woods reported that a group of records management representatives from several local utility providers collaborated on changes to existing records series so as to reflect updates to North American Electric Reliability Corporations (NERC) standards. Four new records series have been

proposed and are included in the new *Public Utilities Records Retention Schedule (UTILITIES)*, which Woods submitted for approval. *UTILITIES* was created by extricating 151 record series relating to the provision of public utility services from the *Local Government General Records Retention Schedule (LGGRRS)*. No changes were made to the descriptions of these records series, but some were assigned to the new functions of Power Distribution and Power Generation. Letters of support for the *UTILITIES* schedule were submitted by Jennifer Winkler (on behalf of the City of Seattle), and by Tara Ramos (on behalf of the Washington Public Utilities District Association).

Woods thanked the *UTILITIES* reference group members for their dedicated work: Andrea Bettger (City of Seattle), Joy Sage (City of Tacoma), Tara Ramos (Grays Harbor PUD), Elena Ramirez (Franklin County PUD), Jennifer Adamire and Carla Field (Clallam County PUD), Jennifer Sherrell (Cowlitz County PUD), Judy Johnson and Beverly Peterson (Grant County PUD), Holly Dohrman and Kathy Loveland (Klickitat County PUD), and Janet Keefe (Snohomish County PUD).

Motion to approve the *Public Utilities Records Retention Schedule (Version 1.0)* as presented; Evans; seconded by Handfield

Resolution: Motion carried

B. Local Government General Records Retention Schedule Version 5.2 (LGGRRS)

Julie Woods submitted the new *LGGRRS* schedule with the 151 public utility records series removed, and the minimum retention increase for ***Passport Application Transmittals – Separate Receipt Issued*** (GS2010-022) from one year to two years, due to changed in federal requirements.

Motion to approve the *Local Government General Records Retention Schedule (Version 5.2)* as presented; Evans; seconded by Handfield.

III. Other Business

A. Amendment of WAC 434-630-060 – Russell Wood

Negotiated Rule Changing has commenced in relation to the removal of WAC 434-630-060, which details (incorrectly) the Committee's meeting schedule. A Preproposal Statement of Inquiry (CR-101) was filed on November 4, 2010.

B. 2011 Meeting Schedule – Julie Woods

The Committee's 2011 schedule was discussed, and an every-other-month meeting schedule was confirmed for 2011. The dates will be filed with the Code Reviser this month.

Motion to adopt the Committee's 2011 meeting schedule as presented; Evans; seconded by Rapozo

Resolution: Motion carried

IV. WASHINGTON STATE ARCHIVES UPDATES

A. Revisions to Records Retention Schedules

1. Health Sector – Megan Bezzo distributed drafts to internal and external reference groups in November. The State Archivist has also submitted his comments and they are being incorporated into the schedule. The schedules are on track to be submitted in December for consideration during the January meeting. The previous meeting discussion of bodily fluids has resulted in the removal from the record description and a note has been added to the section description referencing the College of American Pathologists.

2. **CORE Asset Management** – Woods plans to have this revision ready for review by the March meeting.

B. Records Management Announcements – Since the last meeting, local government listserv subscription has increased by 181 members to total 1,275. A large number of elected officials subscribed in October due to Washington State Archives (WSA) presence at the Washington Association of County Officials conference. Web hits for October through November include; 8,800 *CORE* views (by 2,500 unique viewers) and 14,800 *LGRRS* views by 1,800 unique viewers.

C. Destruction after Digitization Applications – Russell Wood provided the Committee with a list of DAD applications approved since the last meeting, including four applications in November and four in December. The updated list will be posted online shortly.

D. Announcements from the State Archivist – Jerry Handfield announced that WSA is being asked by the Office of Financial Management to reduce its budget by 10%. Cuts will affect State funded employees, as well as meetings/trainings and outreach.

- October's Archives Month included a very successful screening of a silent film about logging in Southwest Washington, with over seventy-five people in attendance.
- Supreme Court Justice papers donated by William Langford included his stance against women presiding in juries.
- An Italian map printed by Franciscan priests was donated by a collector. The map shows 1,858 locations of missions in the Northwest.
- A \$25,000 National Archives grant was received to scan and microfilm alienated public records being held by historical societies and universities.
- The Local Records Grant Program, which provides funding to local government for preservation of their archival records, has been allocated only \$200,000 for the 2011-2013 biennium due to budget reductions.
- McNeil Island Prison is being closed. The records from this facility will be transferred to the State Archives.

V. NEXT MEETING – January 27, 2011, 10am.

The next meeting will be followed by a tour of the State Archives facility for interested parties.

VI. ADJOURNMENT

Motion to adjourn the meeting: Evans; seconded by Handfield

Resolution: Motion carried

The chair adjourned the meeting at 11:00 a.m.

CERTIFICATION OF MEETING MINUTES OF THE LOCAL RECORDS COMMITTEE:

I, Mark Rapozo, Chair of Local Records Committee, certify that the above is a true and correct transcript of the minutes of a public meeting of the Local Records Committee of the State of Washington held in the State Archives Building conference room on December 2, 2010 and that the public meeting was duly called and held in all respects in accordance with the laws of the State of Washington, and that a quorum was present.

Chair Signature

Date



This schedule applies to: Health Departments and Districts

Scope of records retention schedule

This records retention schedule covers the public records of **public health departments and districts** relating to the functions of agency management, asset management, environmental health management, health care and treatment, human resource management, pharmacy management, research, and vital statistics management. It is to be used in conjunction with the other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at: <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as ARCHIVAL (Permanent Retention) must not be destroyed. Records designated as ARCHIVAL (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation and must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with Chapter 42.56 RCW and must be managed in accordance with the agency's policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies must ensure that the retention and disposition of public records is in accordance with current approved records retention schedules.

Authority

This records retention schedule was approved by the **Local Records Committee** in accordance with RCW 40.14.070 on January xx, 2010.

Signature on File

For the Attorney General: Cindy Evans

Signature on File

For the State Auditor: Mark Rapozo

Signature on File

The State Archivist: Jerry Handfield



REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	December 1999	Initial version.
2.0	July 2001	Major revision.
3.0	March 26, 2009	Name changed from “ <i>Health Districts and Departments</i> ” to “ <i>Health Departments and Districts</i> ”. Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>Health Departments and Districts Records Retention Schedule</i> now begin with the prefix “HE”; there have been no changes to titles, descriptions, retention periods, or archival designations.
4.0	January 27, 2011	Revision of entire schedule, including series titles, descriptions, retention periods, and archival designations. Entire schedule has been reorganized and restructured. The “Secondary Copy” and “Remarks” columns have been removed and the entire schedule has been reformatted. Records series common to all local government agencies and covered by the <i>Local Government Common Records Retention Schedule (CORE)</i> have been removed.



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1. AGENCY MANAGEMENT

The function relating to the overarching management of agency business and its general administration. Also includes management of the agency's interaction with the community, and legal matters.

See CORE's **AGENCY MANAGEMENT – Risk Management/Insurance** function for additional records relating to risk management.

1.1 COMMUNITY RELATIONS

The activity of the local government agency interacting with its community.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.1	Crisis Lines Records relating to phone calls received by the agency through a crisis phone line. <i>Note: WAC 388-865-0452(7) requires the retention of records documenting crisis phone contacts.</i>	NEW DAN Rev. 0	Retain for 6 years after date of contact <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
1.1.2	Client Relations Records relating to the agency's interactions with clients or their representatives, such as inquiries, complaints, and grievances. Includes, but is not limited to: <ul style="list-style-type: none">• Inquiries/complaints/grievances received;• Documentation of agency response(s). Excludes HIPAA-related complaints covered by NEW DAN.	NEW DAN Rev. 0	Retain for 8 years after inquiry/complaint/grievance <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



1.2 QUALITY ASSURANCE AND COMPLIANCE

The activity of enacting policies and procedures in an effort to achieve compliance with quality assurance laws and regulations.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.2.1	<p>Client Accidents/Incidents – No Claim Filed (Age 18 and Older)</p> <p>Records relating to accidents/incidents involving clients age 18 and older in the course of receiving health-related services, and where claims for damages are <u>not</u> expected or likely to be filed. Includes, but is not limited to, reports and investigations.</p> <p>Excludes hazardous materials accidents and incidents covered by GS50-19-03.</p> <p>Excludes accidents/incidents involving non-clients covered by GS50-06C-03.</p> <p>Excludes client accident/incident reports – no claim filed (under age 18) covered by NEW DAN.</p>	NEW DAN Rev. 0	Retain for 8 years after date of accident/injury <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
1.2.2	<p>Client Accidents/Incidents – No Claim Filed (Under Age 18)</p> <p>Records relating to accidents/incidents involving clients younger than age 18 in the course of receiving health-related services, and where claims for damages are <u>not</u> expected or likely to be filed. Includes, but is not limited to, reports and investigations.</p> <p>Excludes hazardous materials accidents and incidents covered by GS50-19-03.</p> <p>Excludes client accident/incident reports – no claim filed (age 18 and older) covered by HO55-03Q-01.</p> <p>Excludes accidents/incidents involving non-clients covered by GS50-06C-03.</p>	NEW DAN Rev. 0	Retain for 8 years after injury/accident <i>and</i> 6 years after juvenile attains age 18 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



1.2 QUALITY ASSURANCE AND COMPLIANCE

The activity of enacting policies and procedures in an effort to achieve compliance with quality assurance laws and regulations.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.2.3	<p>Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Accountings of Disclosure</p> <p>Records of client requests for accountings of protected health information disclosures performed by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Requests to inspect or obtain copies of any protected health information;• Documentation of clients taking exception to information in their records with which they disagree, and/or request corrections;• Disclosures of individuals' protected health information made by the agency or its business associates. <p><i>45 CFR 164.528(a) requires the documentation of disclosures of protected health information and allows individuals to request such accountings for six years after the date of request.</i></p>	NEW DAN Rev. 0	Retain for 6 years after date of disclosure <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
1.2.4	<p>Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Changes/Corrections to Protected Health Information</p> <p>Records relating to amendments or corrections made by the agency to an individuals' protected health information.</p>	NEW DAN Rev. 0	Retain until destruction of protected health information subject to change(s) <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



1.2 QUALITY ASSURANCE AND COMPLIANCE

The activity of enacting policies and procedures in an effort to achieve compliance with quality assurance laws and regulations.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.2.5	<p>Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Complaints</p> <p>Records generated during the agency's internal processing of complaints of alleged HIPAA violations received and/or evaluated by the agency.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Complaints received;• Complaints submitted by workforce members;• Complaints submitted by clients;• Background materials pertaining to complaints received;• Agency responses to complaints;• Complaint logs. <p><i>Note: 45 CFR 164.530(j)(2) requires the retention of documentation relating to HIPAA-related complaints for six years.</i></p>	NEW DAN Rev. 0	Retain for 6 years after final resolution <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
1.2.6	<p>Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Sanctions to Workers</p> <p>Records relating to sanctions applied to workers for non-compliance with privacy policies or procedures.</p>	NEW DAN Rev. 0	Retain for 6 years after fulfillment of sanction <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
1.2.7	<p>Major Incident Reviews</p> <p>Records relating to events identified as major or significant incidents by the agency for the purposes of improving future responses and to identify training or safety issues for incorporation into training procedure.</p>	NEW DAN Rev. 0	Retain for 8 years after date of incident <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



1.2 QUALITY ASSURANCE AND COMPLIANCE

The activity of enacting policies and procedures in an effort to achieve compliance with quality assurance laws and regulations.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.2.8	Medical Staff Credentialing/Privileging Records relating to credentialing or privileging of medical staff including reviews of practitioners' qualifications and practice history, determinations and restrictions of privileges, certifications and licensing, peer certifications and evaluations, and quality improvement documentation. Excludes personnel records covered by GS50-04B-06. <i>Note: RCW 70.41.220 requires the retention of records relating to decisions to restrict or terminate privileges of practitioners.</i>	NEW DAN Rev. 0	Retain for 8 years after termination of employment <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
1.2.9	Release of Information Logs Logs documenting the release/disclosure of health information by the agency.	NEW DAN Rev. 0	Retain for 6 years after date of entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
1.2.10	Standard of Care Records relating to standard of care documentation detailing clinical guidelines and/or protocols for the assessment and treatment of particular conditions.	NEW DAN Rev. 0	Retain for 8 years after obsolete or superseded <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



2. ASSET MANAGEMENT

The function of managing the local government agency's physical assets (facilities, land, equipment, vehicles, supplies, etc.). Includes asset acquisition, maintenance, inventory, and disposal.

See CORE's **Asset Management** function for additional records relating to asset management.

2.1 MAINTENANCE

The activity of repairing or servicing the assets of the local government agency. Includes building, vehicles, and equipment.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.1.1	Clinical Instrument Studies Records relating to clinical laboratory instrument studies. <i>Note: WAC 246-338-070 requires the retention of records relating to instrument/method validation studies for the life of the instrument/method plus 2 years.</i>	HE55-02H-01 Rev. 1	Retain for 2 years after disposal of instrument <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
2.1.2	Radiation Instrument Calibration (Drinking Water) Calibration data and maintenance of radiation instruments and analytical balances used to analyze drinking water. <i>Note: The Environmental Protection Agency's Manual for the Certification of Laboratories Analyzing Drinking Water (5th Edition) Chapter VI, page VI-8 requires the permanent retention of records documenting calibration data and maintenance records on all radiation instruments and analytical balances.</i>	NEW DAN Rev. 0	Retain for the life of the agency <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
2.1.3	Sterilizer Spore Tests Records relating to spore tests performed on sterilization equipment in accordance with WAC 246-145-030(11)(d). <i>Note: WAC 246-145-030(11)(d) requires the retention of records relating to sterilizer testing for at least 3 years.</i>	NEW DAN Rev. 0	Retain for 3 years after date of test <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3. ENVIRONMENTAL HEALTH MANAGEMENT

The function of enforcing laws and regulations and enacting measures to ensure environmental health.

3.1 AUDITING AND INSPECTION

The activity of auditing and inspecting sites or facilities to monitor compliance with applicable laws and regulations.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.1	Business Registers Registers of business establishments that are subject to periodic inspections to evaluate compliance with applicable laws and regulations.	HE55-01J-05 Rev. 1	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
3.1.2	Condemnation/Demolition Orders Records relating to the demolition, decontamination, or disposal of a structure or vehicle by order of the agency in accordance with RCW 64.44.050. Excludes Hazardous Waste – Chemical Site Inspections covered by HE55-01M-02.	HE55-01J-04 Rev. 1	Retain for 6 years after date of order <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.1.3	Environmental Health Complaints Records relating to environmental health complaints received by the agency from the public. Includes, but is not limited to <ul style="list-style-type: none">Complaint reports;Records of investigations and resulting agency actions. <i>Note: Excludes citizens' complaints/requests covered by GS50-01-09.</i>	HE55-01K-02 Rev. 1	Retain for 6 years after final action <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 AUDITING AND INSPECTION

The activity of auditing and inspecting sites or facilities to monitor compliance with applicable laws and regulations.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.4	<p>Facility Inspections (General)</p> <p>Records relating to the inspection of facilities or establishments where not covered by a more specific record series.</p> <p>Includes, but is not limited to inspections of the following:</p> <ul style="list-style-type: none">• Dairies, meat processing, and food establishments;• Living environments such as parks, recreational facilities, schools, and farmworker housing;• Spas, swimming beaches, and pools;• Sewers (public and private);• Schools. <p>Excludes records relating to agency facility inspections covered by GS50-06B-27.</p>	HE55-02L-01 Rev. 1	Retain for 6 years after date of inspection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.1.5	<p>Hazardous Waste – Business Audits</p> <p>Records relating to audits of businesses responsible for creating hazardous waste.</p>	HE55-01M-01 Rev. 1	Retain for 6 years after completion of audit <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



3.1 AUDITING AND INSPECTION

The activity of auditing and inspecting sites or facilities to monitor compliance with applicable laws and regulations.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.6	Hazardous Waste – Chemical Site Inspections Records relating to the agency's inspection of chemical sites which may, or are known to, collect or create hazardous waste. Includes, but is not limited to: <ul style="list-style-type: none">• Inspection documentation;• Documentation of chemical site's corrective actions in response to inspections. Excludes hazardous materials abatement project files covered by GS50-19-10.	HE55-01M-02 Rev. 1	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
3.1.7	Hazardous Waste – Collector's Audits Records relating to inspections of hazardous waste collectors.	HE55-01M-03 Rev. 1	Retain for 6 years after completion of audit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.1.8	On-Site Sewage Systems – Maintenance and Inspection Records relating to reports received from maintenance, inspection, and pumping specialists, septic tank pumpers, or other servicers performing on-site sewage disposal system inspections.	NEW DAN Rev. 0	Retain until notification that system has been decommissioned <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 AUDITING AND INSPECTION

The activity of auditing and inspecting sites or facilities to monitor compliance with applicable laws and regulations.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.9	<i>Planning Department Recommendations</i> Records relating to reports, criteria, and recommendations developed by the agency for the local Planning Department on health-related issues.	HE55-01J-15 Rev. 1	Retain for 6 years after date of report or recommendation <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
3.1.10	<i>Recreational Shellfish Beach Classifications</i> Agency files on the classification of recreational shellfish beaches based on the risk to public health from consuming shellfish. These classifications are updated annually.	NEW DAN Rev. 0	Retain for 1 year after updated/superseded <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM
3.1.11	<i>Sewage Treatment Site Inspections</i> Records relating to the inspection of public and private sewage treatment sites. Includes documentation of any problems discovered during the course of investigation and related corrective action(s).	HE55-01J-21 Rev. 1	Retain for 50 years after closure of sewage treatment site <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR



3.1 AUDITING AND INSPECTION

The activity of auditing and inspecting sites or facilities to monitor compliance with applicable laws and regulations.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.12	Solid Waste – Characterization and Disposal (General) Records relating to solid waste characterization advice provided by the agency where the waste <i>is not</i> determined to be hazardous waste.	NEW DAN Rev. 0	Retain for 5 years after advice provided <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.1.13	Solid Waste – Characterization (Hazardous Waste) Records relating to solid waste characterization advice provided by the agency to other entities where the waste <i>is</i> determined to be hazardous waste.	HE55-01M-04 Rev. 1	Retain for 50 years after advice provided <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.1.14	Solid Waste – Facility Inspections Records relating to the permitting, inspection, and/or monitoring of solid waste disposal sites. Includes, but is not limited to: <ul style="list-style-type: none">• Incinerators;• Landfills;• Recycling facilities;• Sewage sludge sites;• Transfer stations.	HE55-01J-24 Rev. 1	Retain for the life of the facility <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
3.1.15	Vector/Pest Control Records relating to inspections for rodent and other types of pest infestations.	HE55-01K-05 Rev. 1	Retain for 6 years after date of inspection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 AUDITING AND INSPECTION

The activity of auditing and inspecting sites or facilities to monitor compliance with applicable laws and regulations.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.16	Water Well Reports Copies of water well reports submitted by well drillers to the Department of Ecology describing the location, ownership, construction details, and lithology of completed wells.	HE55-01J-26 Rev. 1	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3.2 LICENSING AND PERMITTING

The activity of licensing and permitting establishments or activities, and monitoring compliance with local, state, and federal licensing or permitting requirements.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.2.1	Building Plan Reviews Records relating to reviews of construction project plans for changes to facilities, new construction, or building alterations or additions in the agency's jurisdiction, including school construction/modification reviews performed in accordance with Chapter 246-366A WAC.	HE55-01J-01 Rev. 1	Retain for 6 years after completion of review <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.2.2	Burial/Cremation/Transit Permits Permits issued for the burial, cremation, or transit of deceased individuals.	HE55-01F-04 Rev. 1	Retain for 1 year after expiration of permit <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OFM
3.2.3	Food and Beverage Service Permits – Denied Records relating to the denial of food and beverage service permits for which individuals in the agency have applied.	HE55-02L-04 Rev. 1	Retain for 1 year after date of denial <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
3.2.4	Food and Beverage Service Permits – Non-Temporary Establishments Records relating to the permitting of food and/or beverage service establishments in the agency. Includes permits and related records. Does not include food handlers' permits.	HE55-02L-02 Rev. 1	Retain for 6 years after close of establishment <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



3.2 LICENSING AND PERMITTING

The activity of licensing and permitting establishments or activities, and monitoring compliance with local, state, and federal licensing or permitting requirements.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.2.5	Food and Beverage Service Permits – Temporary Establishments Records relating to the issuance of food and beverage service permits to workers in the agency. Includes permits and related records.	HE55-02L-03 Rev. 1	Retain for 6 years after expiration of permit <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
3.2.6	Food Borne Illness Complaints and Investigations Records relating to food borne illness complaints received and any resultant agency response or investigation.	HE55-01D-06 Rev. 1	Retain for 6 years after matter settled <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
3.2.7	Food Worker Permits Records relating to the issuance of food worker permits in accordance with Chapter 246-217 WAC.	HE55-02L-06 Rev. 1	Retain until expired or superseded <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
3.2.8	Hazardous Waste – Permits Records relating to permits for the disposal of contaminated soils and/or other industrial waste. Includes, but is not limited to: <ul style="list-style-type: none">• Permit application materials;• Correspondence.	NEW DAN Rev. 0	Retain for 50 years after expiration of permit <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR



3.2 LICENSING AND PERMITTING

The activity of licensing and permitting establishments or activities, and monitoring compliance with local, state, and federal licensing or permitting requirements.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.2.9	<i>Inter and Disinter Permits</i> Records relating to the issuance of permits for the interment or disinterment of deceased persons.	HE55-01F-09 Rev. 1	Retain for 6 years after expiration of permit <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
3.2.10	<i>Licenses Issued Registers</i> Registers of licenses issued by the agency.	HE55-01A-10 Rev. 1	Retain for 6 years after expiration of last license listed <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
3.2.11	<i>On-Site Sewage Systems – Permits</i> Records relating to permits for the installation, repair, alteration, or expansion of an on-site sewage system. Includes, but is not limited to: <ul style="list-style-type: none">• Approved, denied, and lapsed permits;• Percolation tests and soil probes;• Permit application materials;• Waivers granted.	HE55-01J-18 Rev. 1	Retain until notification that system has been decommissioned <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR



3.2 LICENSING AND PERMITTING

The activity of licensing and permitting establishments or activities, and monitoring compliance with local, state, and federal licensing or permitting requirements.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.2.12	<i>Permit and Approval Summaries</i> Summaries of permits and approvals granted by the agency.	HE55-01J-13 Rev. 1	Retain for 6 years after expiration/termination of permit or approval <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
3.2.13	<i>Permits and Approvals</i> Records relating to permits and approvals issued by the agency <i>where not covered by a more specific records series.</i> Includes, but is not limited to: <ul style="list-style-type: none">• Animal shelters, stables, stockyards, and zoonotic licensing;• Camps (summer, labor, penal, church, etc.);• Dairies and food processing plants;• Garbage/recycling vehicles;• Gas piping and plumbing;• Hospitals, nursing homes, boarding homes, and dormitories;• Hotels and resorts;• Pest control companies;• Schools;• Solid/hazardous waste recycling events.	HE55-01J-14 Rev. 1	Retain for 6 years after expiration of permit/approval <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.2 LICENSING AND PERMITTING

The activity of licensing and permitting establishments or activities, and monitoring compliance with local, state, and federal licensing or permitting requirements.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.2.14	Solid Waste – Closed Landfills Records relating to the closed landfill sites.	HE55-01J-02 Rev. 1	Retain for 50 years after site closure <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
3.2.15	Water Recreation Facility Permits Permits issued by agency for the construction of water recreation facilities. Includes, but is not limited to: <ul style="list-style-type: none">• Application form(s);• Pertinent plans and specifications submitted with application.	NEW DAN Rev. 0	Retain for 3 years after expiration <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
3.2.16	Water Supply System Permits Records relating to the permitting and ongoing inspection of public and/or private water supply systems. Includes, but is not limited to documentation relating to: <ul style="list-style-type: none">• Distribution systems;• Filtering;• Treatment installations;• Water quality analysis.	HE55-01J-25 Rev. 1	Retain for the life of the agency <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR



3.3 TESTING AND ANALYSIS

The activity of testing and analyzing environmental samples.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.3.1	<p>Drinking Water – Laboratory Assessments/Certification Reviews</p> <p>Records relating to on-site laboratory assessments and/or certification program reviews of labs that analyze drinking water.</p> <p><i>Note: The Environmental Protection Agency's Manual for the Certification of Laboratories Analyzing Drinking Water (5th Edition) Chapter III, page III-9 requires the retention of records relating to laboratory assessments and on-site certification reviews for at least 6 years to include the last two on-site audits.</i></p>	NEW DAN Rev. 0	Retain for 6 years after completion of assessment/review <i>and</i> until completion of two subsequent audits <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.3.2	<p>Drinking Water – Radionuclide Analysis of Compliance</p> <p>Records relating to radionuclide analyses of compliance samples.</p> <p><i>Note: The Environmental Protection Agency's Manual for the Certification of Laboratories Analyzing Drinking Water (5th Edition) Chapter IV, page IV-12 requires the retention of records relating to radionuclide analyses of compliance samples for 10 years (see 40 CFR 141.33).</i></p>	NEW DAN Rev. 0	Retain for 10 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.3 TESTING AND ANALYSIS

The activity of testing and analyzing environmental samples.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.3.3	<p>Laboratory Quality Assurance and Control (Environmental Lab)</p> <p>Records relating to quality assurance testing and control activities in environmental labs, including labs that analyze drinking water.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Documentation of analytical methods;• Instrument calibrations;• Proficiency testing;• Method detection limit studies;• Method validation studies.	NEW DAN Rev. 0	Retain for 10 years after conclusion of analysis/testing/calibration <i>or</i> until completion of Dept. of Ecology audit, whichever is sooner <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.3.4	<p>Public Water Systems – Analysis for Lead/Copper</p> <p>Records relating to the testing of water samples from public water systems for lead and copper.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Sample collection and control documentation;• Raw data and calculations;• Quality control data. <p><i>Note: The Environmental Protection Agency's Manual for the Certification of Laboratories Analyzing Drinking Water (5th Edition) Chapter IV, page IV-9 requires the retention of records relating to chemical analyses for lead and copper for twelve years (see 40 CFR 141.91).</i></p>	NEW DAN Rev. 0	Retain for 12 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.3 TESTING AND ANALYSIS

The activity of testing and analyzing environmental samples.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.3.5	Public Water Systems – Bacteriological and Turbidity Analyses Records relating to bacteriological and turbidity analyses of Group A and/or Group B public water systems. <i>Note: WACs 246-290-480(1)(a) and 246-291-260(1)(a) require the retention of bacteriological and turbidity analysis results for 5 years.</i>	NEW DAN Rev. 0	Retain for 5 years after completion of analysis <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.3.6	Public Water Systems – Chemical Analyses Records relating to chemical analyses of Group A and/or Group B public water systems. <i>Note: WACs 246-290-480(1)(a) and 246-291-260(1)(a) require the retention of chemical analysis results for as long as the system is in operation.</i>	NEW DAN Rev. 0	Retain for the life of the public water system <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.3.7	Public Water Systems – General Records relating to the analysis of Group A and/or Group B public water systems <i>where not covered by a more specific records series.</i>	HE55-02H-03 Rev. 1	Retain for 5 years after conclusion of analysis <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
3.3.8	Sample Management Records relating to the management and tracking of samples received by the environmental laboratory for testing or analysis. Includes, but is not limited to: <ul style="list-style-type: none">Chain of custody documentation;Sample receipt documentation.	NEW DAN Rev. 0	Retain for 10 years after conclusion of sample testing <i>then</i> Destroy	NON-ARCHIVAL NON-ESSENTIAL OPR



3.3 TESTING AND ANALYSIS

The activity of testing and analyzing environmental samples.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.3.9	<p><i>Effluent/Discharge Monitoring Data and Supporting Documentation</i></p> <p>Records relating to the monitoring of sites or locations that discharge pollutants or effluents, including data and site monitoring support documentation.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Biosolid testing (e.g. land application);• Field/remote testing;• Industrial pre-treatment monitoring;• Solid waste testing;• Wastewater treatment monitoring (operational monitoring, etc.).	NEW DAN Rev. 0	Retain for 10 years after testing completed <i>and</i> until fulfillment of retention requirement(s) specified on discharge permit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4. HEALTH CARE AND TREATMENT

The function relating to the assessment, diagnosis, and treatment of clients.

4.1 ASSESSMENT AND REFERRAL

The activity of assessing clients' health care needs and referring them to health care providers outside of the agency, when appropriate.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.1.1	Encounter Forms/Fee Sheets Records documenting services or procedures provided to clients and pertinent coding or billing information associated with services provided.	NEW DAN Rev. 0	Retain for 6 years after provision of health-related services <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.1.2	HIV Test Reports Records relating to client HIV test reports received from the Department of Health lab.	HE55-01D-07 Rev. 1	Retain for 2 years after date of receipt <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



4.1 ASSESSMENT AND REFERRAL

The activity of assessing clients' health care needs and referring them to health care providers outside of the agency, when appropriate.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.1.3	<p>Screening and Referral Logs</p> <p>Logs documenting summary information about the screening of clients for medical conditions and subsequent results, diagnosis, recommendation, and/or referral information.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Cardiac screening and suspect logs;• Dental health screening;• Diabetes screening and suspect logs;• Glaucoma screening and suspect logs;• Hypertension screening and suspect logs;• Sexually transmitted disease screening logs;• Pregnancy logs and testing.	HE55-01C-02 Rev. 1	Retain for 2 years after screening/referral <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



4.2 CLIENT ADMINISTRATION

The activity of administering health care and treatment services provided for clients.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.2.1	Master Patient Index Records documenting patient identification, registration, medical, and billing information for each individual registered at the hospital. <i>Note: The American Health Information Management Association (AHIMA) recommends the permanent retention of the master patient index.</i>	HE55-01D-04 Rev. 1	Retain until destruction of pertinent medical record <i>then</i> Transfer to Washington State Archives for appraisal and selective retention..	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
4.2.2	Operative Indexes Logs of surgical operations performed by the hospital and pertinent staff, equipment, or facility information. <i>Note: The American Health Information Management Association (AHIMA) recommends the retention of operatives indexes for 10 years.</i>	NEW DAN Rev. 0	Retain for 10 years after date of entry <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM



4.3 CLIENT BILLING

The activity of billing clients for services rendered.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.3.1	<i>Client Billing and Financial Assistance</i> Records relating to billing of insurance and third party payers for the provision of medical services. Includes, but is not limited to: <ul style="list-style-type: none">• Applications for financial assistance;• Client eligibility documentation;• DSHS pre-authorizations;• Client refunds.	HE55-01C-14 Rev. 1	Retain for 6 years after final account activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.3.2	<i>Clinical Resource Management/Utilization Review</i> Records relating to comparisons of medical resource requests to treatment guidelines, and resultant determinations of medical necessity.	NEW DAN Rev. 0	Retain for 8 years after completion of utilization review <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.3.3	<i>Department of Social and Health Services Billing</i> Records relating to claims billed to the Department of Social and Health Services, regardless of whether the claim has been paid or denied. Includes, but is not limited to: <ul style="list-style-type: none">• Medical assistance remittances;• Status reports;• Claim documents.	HE55-01A-06 Rev. 1	Retain for 6 years after expiration of Department of Social and Health Services contract <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



4.3 CLIENT BILLING

The activity of billing clients for services rendered.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.3.4	Financial Assessments Records relating to the assessment of clients' financial resources and their ability to fund medical treatment.	HE55-01A-03 Rev. 1	Retain for 6 years after date of assessment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.4 CLIENT MEDICAL RECORDS

The activity of managing documentation relating to the assessment and treatment of clients.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.4.1	<p><i>Client Medical Records – Age 18 and Over</i></p> <p>Records created by the public health agency on a per-client basis to document health care services provided to clients age 18 and over.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Clinical assessment and treatment records;• Medication administration records;• Client treatment history;• Dental records. <p>Excludes mental health counseling records covered by NEW DAN.</p> <p>Excludes radiologic reports covered by NEW DAN.</p> <p>Excludes client medical records for which a disclosure authorization has been made in the final year of retention covered by DAN NEW DAN.</p>	HE55-01B-01 Rev. 1	Retain for 8 years after last provision of health-related services <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



4.4 CLIENT MEDICAL RECORDS

The activity of managing documentation relating to the assessment and treatment of clients.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.4.2	<p>Client Medical Records – Under Age 18</p> <p>Records created by the public health agency on a per-client basis to document health care services provided to clients under age 18.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Clinical assessment and treatment records;• Medication administration records;• Client treatment history;• Dental records. <p>Excludes mental health counseling records covered by NEW DAN.</p> <p>Excludes radiologic reports covered by NEW DAN.</p> <p>Excludes client medical records for which a disclosure authorization has been made in the final year of retention covered by DAN NEW DAN.</p>	NEW DAN Rev. 0	Retain for 8 years after last provision of health-related services <i>and</i> 3 years after client attains age 18 <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
4.4.3	<p>Client Medical Records – Disclosure Authorized</p> <p>Client medical records for which a disclosure has been authorized in accordance with RCW 70.02.040.</p> <p><i>Note: RCW 70.02.160 requires the retention of existing health care information for at least one year following receipt of an authorization to disclose that health care information.</i></p>	NEW DAN Rev. 0	Retain for 1 year after receipt of authorization to disclose <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



4.4 CLIENT MEDICAL RECORDS

The activity of managing documentation relating to the assessment and treatment of clients.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.4.4	<p>Counseling</p> <p>Records relating to the provision of mental health counseling and services on a per-client basis by a licensed mental health counselor.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Counseling notes and summaries;• Prescriptions. <p>Excludes client medical records for which a disclosure authorization has been made in the final year of retention, covered by DAN NEW DAN.</p> <p><i>Note: WAC 246-809-035(4) requires the retention of all records relating to counseling services billed to a third-party payer for 5 years following the client's last visit.</i></p>	NEW DAN Rev. 0	Retain for 5 years after client's last visit <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
4.4.5	<p>Interpretation Requests</p> <p>Records relating to requests received by the hospital to provide language interpretation during medical visits and/or consultations.</p>	NEW DAN Rev. 0	Retain until added to client's medical record.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.4.6	<p>Radiologic Reports</p> <p>Records relating to reports and printouts created by radiologists in the course of examining and assessing radiological images where the radiologist's final report has been added to the client medical record.</p> <p><i>Note: 42 CFR 482.26(d)(2) requires the retention of radiologic reports and printouts for 5 years.</i></p>	NEW DAN Rev. 0	Retain for 5 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.4 CLIENT MEDICAL RECORDS

The activity of managing documentation relating to the assessment and treatment of clients.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.4.7	Staff Signature Lists Records documenting the signatures of staff who sign charts and other documentation relating to the provision of health-related services on behalf of the agency.	NEW DAN Rev. 0	Retain for 8 years after obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.5 CLINICAL LABORATORY

The activity of performing laboratory analysis to determine a medical diagnosis.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.5.1	<p>Quality Assurance/Control (Clinical Laboratory)</p> <p>Records relating to quality assurance and control testing/validations performed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Performance specifications;• Requisitions;• Instrument documentation;• Specimen identification and tracking records. <p><i>Note: WAC 246-338-070 requires the retention of records relating to clinical quality assurance and control records for 2 years.</i></p>	HE55-02H-02 Rev. 1	Retain for 2 years after completion of testing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
4.5.2	<p>Specimen Testing (Clinical Laboratory)</p> <p>Records relating to the clinical testing of specimens in agency laboratories.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Accession/test logs;• Test requisitions (or equivalent);• Test records and reports. <p><i>Note: WAC 246-338-070 requires the retention of clinical lab records and reports for 2 years.</i></p>	NEW DAN Rev. 0	Retain for 2 years after completion of testing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



4.5 CLINICAL LABORATORY

The activity of performing laboratory analysis to determine a medical diagnosis.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.5.3	Test Procedures Records relating to test procedures implemented by the laboratory in accordance with 42 CFR 493.1105 <i>Note: WAC 246-338-070, the Clinical Laboratory Improvement Amendments (CLIA), and the College of American Pathologists require or recommend the retention of test procedures for 2 years.</i>	NEW DAN Rev. 0	Retain for 2 years after procedure has been discontinued <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.5.4	Test Reports - General Reports and results for specimens tested at a clinical laboratory and where not covered by a more specific series. <i>Note: WAC 246-338-070 and the Clinical Laboratory Improvement Amendments (CLIA) require the retention of general test reports for 2 years.</i>	NEW DAN Rev. 0	Retain for 2 years after examination of slide <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



4.6 INFECTIOUS AND COMMUNICABLE DISEASE CONTROL AND PREVENTION

The activity of responding to potential and confirmed infectious or communicable disease threats.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.6.1	<i>Animal Bites and Treatment</i> Records relating to animal bites reported to the agency, or to agency treatment of animals that potentially pose a threat to human health and safety.	HE55-01D-01 Rev. 1	Retain for 6 years after last action <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.6.2	<i>Case and Contact Registers – Sexually Transmitted Diseases</i> Registers, logs, or other summary records documenting clients who are carriers of sexually transmitted diseases.	HE55-01D-12 Rev. 1	Retain for 2 years after date of entry <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
4.6.3	<i>Case and Contact Registers – Tuberculosis</i> Registers, logs, or other summary records documenting active and/or inactive tuberculosis cases in the agency.	HE55-01D-15 Rev. 1	Retain for 10 years after date of entry <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
4.6.4	<i>Emergency Detention Orders</i> Records relating to emergency detention orders issued for the purposes of isolation or quarantine in accordance with RCW 70.41.220.	NEW DAN Rev. 0	Retain for 3 years after expiration of order <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



4.6 INFECTIOUS AND COMMUNICABLE DISEASE CONTROL AND PREVENTION

The activity of responding to potential and confirmed infectious or communicable disease threats.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.6.5	<i>Emergency Incident Response</i> Records relating to the agency's response to health emergencies (such as H1N1) and its coordination or involvement in such response. Includes, but is not limited to: <ul style="list-style-type: none">• Staff badging and credentialing information;• Correspondence;• Incident action plans and other planning and procedures developed on an incident-specific basis;• Staff schedules and station assignments;• Update ("situation") reports for internal and/or public use.	NEW DAN Rev. 0	Retain for 8 years after provision of last incident-related services <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
4.6.6	<i>Epidemiologic Investigations and Reports</i> Records and reports pertaining to disease outbreak, response, treatment methods, demographic and diagnostic data.	HE55-01D-05 Rev. 1	Retain for 6 years after date of record or report <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR
4.6.7	<i>Positive Culture Notifications</i> Notifications received from laboratories regarding positive cultures and preliminary test results for certain diseases and conditions pursuant to WAC 246-101-210.	HE55-01D-14 Rev. 1	Retain for 2 years after date of notification <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



4.6 INFECTIOUS AND COMMUNICABLE DISEASE CONTROL AND PREVENTION

The activity of responding to potential and confirmed infectious or communicable disease threats.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.6.8	<i>Sexually Transmitted Disease Case Reports</i> Case reports detailing the diagnosis, progress, demographic, and location information on sexually transmitted diseases reported to and/or treated by the agency.	HE55-01D-13 Rev. 1	Retain for 2 years after final report activity <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
4.6.9	<i>Typhoid Fever Carriers</i> Records relating to individuals known to carry typhoid fever, including signed carrier agreements.	HE55-01D-18 Rev. 1	Retain for 6 years after death of carrier <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.6.10	<i>Vaccine Information Statements</i> The agency's master copy of Department of Health informational statements given to parents of children being vaccinated.	HE55-01C-18 Rev. 1	Retain until obsolete or superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



4.7 WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM OPERATIONS

The activity of managing and administering public health WIC programs.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.7.1	A-19 Billing Requests Records relating to A-19 billing requests submitted by local agencies to the State WIC Office for expenses incurred.	NEW DAN Rev. 0	Retain for 6 years after date submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.7.2	CIMS (Client Information Management System) Supplemental Documentation Supplemental documentation created by the local agency as supporting documentation to client files in the CIMS electronic system. Includes, but is not limited to: <ul style="list-style-type: none">• Prescription forms;• Rights and responsibilities forms;• Signature forms;• Signed check stubs;• Handwritten check receipts;• Signed transfer/Verification of Certification (VOC) stubs. <i>Note: The Washington State WIC Manual requires the retention of CIMS documents for 4 years.</i>	NEW DAN Rev. 0	Retain for 4 years after date of document <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.7 WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM OPERATIONS

The activity of managing and administering public health WIC programs.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.7.3	Expenditure Reports Records relating to expenditure reports created by the local agency and submitted to the state WIC office. Includes, but is not limited to: <ul style="list-style-type: none">Expenditure Report Total forms;Supporting documentation. <i>Note: The Washington State WIC Manual requires the retention of expenditure reports for 4 years.</i>	NEW DAN Rev. 0	Retain for 4 years after report submitted <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.7.4	Ineligible Client Files Records relating to clients who have been determined to be ineligible to receive WIC program resources. <i>Note: The Washington State WIC Manual requires the retention of ineligible client files for 4 years.</i>	HE55-01W-04 Rev. 1	Retain for 4 years after ineligibility determination <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.7.5	Language Interpreter Usage Logs Logs documenting requests to outside vendors for translation support services in clinic operations. <i>Note: The Washington State WIC Manual requires the retention of interpreter usage logs for 4 years.</i>	NEW DAN Rev. 0	Retain for 4 years after date of last entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.7 WOMEN, INFANTS AND CHILDREN (WIC) PROGRAM OPERATIONS

The activity of managing and administering public health WIC programs.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.7.6	Nutrition Education Plan Records relating to annual Nutrition Education Plans created by local agencies in accordance with 7 CFR 246.11(d). <i>Note: The Washington State WIC Manual requires the retention of nutrition education plans for 4 years.</i>	NEW DAN Rev. 0	Retain for 4 years after date submitted to state WIC office <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.7.7	Terminated Client Files Records relating to client files for individuals whose program certification has been terminated. <i>Note: The Washington State WIC Manual requires the retention of terminated client files for 4 years.</i>	NEW DAN Rev. 0	Retain for 4 years after termination <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.7.8	Time Studies Records relating to time studies and support documentation completed by the local agency for program resource planning and allocation. <i>Note: The Washington State WIC Manual requires the retention of time studies for 4 years.</i>	NEW DAN Rev. 0	Retain for 4 years after study completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.7.9	Waiting Lists Lists of individuals who are waiting to be accepted/certified into the WIC program. <i>Note: The Washington State WIC Manual requires the retention of waiting lists for 4 years.</i>	HE55-01W-10 Rev. 1	Retain for 4 years after date of last entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



5. HUMAN RESOURCE MANAGEMENT

The function of managing the local government agency's workforce, where not covered by the Local Government Common Records Retention Schedule (CORE).

5.1 STAFF DEVELOPMENT/TRAINING

The activity of enhancing employees' competencies and skills through programs and training.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.1.1	<p>Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Training</p> <p>Records relating to the provision of privacy/HIPAA training programs for agency employees.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Training development records;• Training handouts, worksheets, PowerPoint presentations, etc.	NEW DAN Rev. 0	Retain for 6 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



5.2 PERFORMANCE MANAGEMENT

The activity of assessing and directing employee progress toward performance goals.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.2.1	Staff Plans/Schedules Records relating to staff plans and schedules for nursing staff, social workers and other medical staff. Excludes physician call schedules covered by NEW DAN.	NEW DAN Rev. 0	Retain until completion of Joint Commission on Accreditation of Healthcare Organizations audit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
5.2.2	Physician Call Schedules Schedules documenting on-call schedules for hospital physicians. Excludes staff plans/schedules covered by NEW DAN. <i>Note: 42 CFR 489.20(r)(1-3) requires the retention of physician on-call schedules.</i>	NEW DAN Rev. 0	Retain for 5 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



6. PHARMACY MANAGEMENT

The activity of operating a pharmacy and/or acquiring, distributing, or dispensing drugs.

6.1 CLIENT MANAGEMENT

The activity of providing for the accurate tracking and management of clients and their pharmacy needs.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.1	<p><i>Client Profile and Medication Records – Age 18 and Over</i></p> <p>Records relating to the filling and dispensing of medications, created in accordance with WAC 246-871-050(2), on each client age 18 and over receiving prescription medication from the pharmacy.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Client details;• Parenteral products dispensed;• Dates and details of dispensations;• Pharmacist identification;• Client notes, diagnoses, and conditions;• Prescription and refill records.	NEW DAN Rev. 0	Retain for 8 years after date of last dispensing activity <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



6.1 CLIENT MANAGEMENT

The activity of providing for the accurate tracking and management of clients and their pharmacy needs.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.2	<p>Client Profile and Medication Records – Under Age 18</p> <p>Records relating to the filling and dispensing of medications, created in accordance with WAC 246-871-050(2), on each client under age 18 receiving prescription medication from the pharmacy.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Client details;• Parenteral products dispensed;• Dates and details of dispensations;• Pharmacist identification;• Client notes, diagnoses, and conditions;• Prescription and refill records.	NEW DAN Rev. 0	Retain for 8 years after client attains age 18 <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



6.2 INVENTORY/DISTRIBUTION

The activity of documenting the agency's inventory and/or distribution of pharmaceuticals.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.2.1	Drug Batch Data Records relating to data received from laboratories on drug batches. <i>Note: Excludes records relating to drug/vaccine accountability covered by DAN HE55-01D-03.</i>	NEW DAN Rev. 0	Retain for 50 years after completion/cessation of batch distribution <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.2.2	Inmate Medications Records documenting the provision of medications to inmates in jails or correctional facilities. Excludes inmate health records covered by LE15-01-25 and LE2010-034.	NEW DAN Rev. 0	Retain for 8 years after date medication(s) provided <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.2.3	Pharmaceutical Distribution Errors Records relating to drug distribution errors discovered and/or reported upon by the agency in accordance with WAC 246-873-080(11).	NEW DAN Rev. 0	Retain for 8 years after date of error <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



6.2 INVENTORY/DISTRIBUTION

The activity of documenting the agency's inventory and/or distribution of pharmaceuticals.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.2.4	<i>Pharmaceutical Inventory Accountability</i> Records relating to the pharmacy's acquisition, transfer, distribution, and/or destruction of pharmaceuticals, including controlled substances. Includes, but is not limited to: <ul style="list-style-type: none">• Destruction records;• Dispensing registers and records;• Clinic medication logs;• Receipt and distribution records (e.g. invoices, orders, receipts, prescriptions);• Transfer records;• Records of destruction as required by WAC 246-873-080(7)(e).	HE55-01C-12 Rev. 1	Retain for 6 years after date of destruction/disposition <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.2.5	<i>Therapeutically Equivalent Drug Substitutions</i> Records relating to authorizations for therapeutically equivalent drug substitutions in accordance with WAC 246-899-030(3).	NEW DAN Rev. 0	Retain for 10 years after last authorized dispensation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



6.3 QUALITY ASSURANCE/CONTROL

The activity of enacting policies, methods, and procedures to ensure the provision of quality drugs and medications.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.3.1	<i>Pharmaceutical Complaints and Investigations</i> Records of all written and oral complaints regarding each pharmaceutical product, and related investigation records produced in accordance with WAC 246-895-060(8).	NEW DAN Rev. 0	Retain for 2 years after distribution of drug has been completed <i>and</i> 1 year after expiration of drug <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
6.3.2	<i>Pharmaceutical Recalls</i> Records relating to the recall of pharmaceuticals which are, or have been, in the possession of the agency.	NEW DAN Rev. 0	Retain for 8 years after last dispensation of drug <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.3.3	<i>Pharmacy Policy, Procedure, and Training Manuals</i> Manuals of pharmacy policies and procedures which ensure client health, safety, and welfare, as well as training manuals for pharmacy employees. <i>Note: WAC 246-871-050(4)(b) and (c) require the retention of pharmacy training, policy, and procedure manuals for 2 years.</i>	NEW DAN Rev. 0	Retain for 2 years after superseded <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM



7. RESEARCH MANAGEMENT

The function of managing, or engaging in, research activities.

7.1 CLINICAL TRIALS

The activity of performing and/or sponsoring clinical trials to evaluate the safety and efficacy of investigational drugs or medical devices.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.1.1	Bioavailability/Bioequivalence Samples – Food and Drug Administration Application Approved Reserve samples of any test articles and reference standards used in conducting in vivo or in vitro bioavailability/bioequivalence studies where a Food and Drug Administration application has been approved, retained in accordance with 21 CFR 320.63 or 320.38.	NEW DAN Rev. 0	Retain for 5 years after date on which Food and Drug Administration application or supplemental application is approved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
7.1.2	Bioavailability/Bioequivalence Samples – No Food and Drug Administration Application Approved Reserve samples of any test articles and reference standards used in conducting in vivo or in vitro bioavailability/bioequivalence studies where no Food and Drug Administration application has been approved, retained in accordance with 21 CFR 320.63 or 320.38.	NEW DAN Rev. 0	Retain for 5 years after date of completion of related bioavailability study <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



7.1 CLINICAL TRIALS

The activity of performing and/or sponsoring clinical trials to evaluate the safety and efficacy of investigational drugs or medical devices.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.1.3	<p>Device Trials</p> <p>Records relating to investigational medical device clinical trials retained in accordance with 21 CFR 812.140.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">Investigator records of receipt, use, shipment, or disposition of an investigational device;Investigator protocols and documentation showing dates and reasons of deviation from protocol;Sponsor records of device shipment and disposition;Signed investigator agreements;Sponsor records concerning adverse device effects;Other records required to be maintained by the Food and Drug Administration. <p><i>Note: 21 CFR 812.140(d) requires the retention of device trial records for 2 years after the date on which the investigation is terminated or completed, or the date that the records are no longer required for purposes of supporting a premarket approval application or a notice of completion of a product development protocol.</i></p>	NEW DAN Rev. 0	Retain for 2 years after date investigation completed/terminated <i>and</i> 2 years after records are no longer required as supporting documentation for premarket approval application or a notice of completion of a product development protocol <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
7.1.4	<p>Trial Drug Management – Food and Drug Administration Application Approved</p> <p>Records relating to the acquisition, shipment, or disposition of investigational drugs for which a Food and Drug Administration application has been approved.</p> <p><i>Note: 21 CFR 312.57 requires the retention of records and reports showing the receipt, shipment, or other disposition of investigational drugs for 2 years after a Food and Drug Administration marketing application is approved.</i></p>	NEW DAN Rev. 0	Retain for 2 years after date marketing application is approved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



7.1 CLINICAL TRIALS

The activity of performing and/or sponsoring clinical trials to evaluate the safety and efficacy of investigational drugs or medical devices.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.1.5	<p><i>Trial Drug Management – No Food and Drug Administration Application Approved</i></p> <p>Records relating to the acquisition, shipment, or disposition of investigational drugs for which a Food and Drug Administration application has not been approved.</p> <p><i>Note: 21 CFR 312.57 requires the retention of records and reports showing the receipt, shipment, or other disposition of investigational drugs for two years after shipment and deliver of the drug for investigational use is discontinued and the Food and Drug Administration has been notified.</i></p>	NEW DAN Rev. 0	Retain for 2 years after investigation discontinued and Food and Drug Administration notified then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
7.1.6	<p><i>Investigators' Financial Interest</i></p> <p>Records relating to the financing of clinical investigations or bioequivalence studies from which data are intended to be submitted to the Food and Drug Administration as part of an application for market approval, retained in accordance with 21 CFR 320.36(b) or 21 CFR 54.6.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">Records showing financial interest or arrangement paid to investigators by sponsors as described in 21 CFR 54.4(a)(3)(i);Records showing significant payments made by the sponsor to the investigator as described in 21 CFR 54.4(a)(3)(ii);Records showing financial interests held by clinical investigators as described in 21 CFR 54.4 (a)(3)(iii).	NEW DAN Rev. 0	Retain for 6 years after date of application approval then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



7.1 CLINICAL TRIALS

The activity of performing and/or sponsoring clinical trials to evaluate the safety and efficacy of investigational drugs or medical devices.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.1.7	<p><i>In Vivo/In Vitro Tests</i></p> <p>Records relating to in vivo or in vitro tests conducted on any marketed batch of a drug product.</p> <p><i>Note: 21 CFR 320.36(a) requires the retention of all records of in vivo or in vitro tests conducted on any marketed batch of a drug product for at least two years after the expiration date of the batch.</i></p>	NEW DAN Rev. 0	Retain for 2 years after expiration date of the batch <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
7.1.8	<p><i>Subject Case Histories – Food and Drug Administration Application Filed</i></p> <p>Records relating to individuals administered investigational drugs or employed as a control in a drug investigation for which a Food and Drug Administration application has been filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Case report forms and supporting data;• Signed and dated consent forms;• Medical records. <p><i>Note: 21 CFR 312.64 requires the retention of drug disposition and case history records for two years following the date a Food and Drug Administration marketing applications is approved for the drug being investigated.</i></p>	NEW DAN Rev. 0	Retain for 2 years after date marketing application is approved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



7.1 CLINICAL TRIALS

The activity of performing and/or sponsoring clinical trials to evaluate the safety and efficacy of investigational drugs or medical devices.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.1.9	<p>Subject Case Histories – No Food and Drug Administration Application Filed</p> <p>Records relating to individuals administered investigational drugs or employed as a control in a drug investigation for which a Food and Drug Administration application has not been filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Case report forms and supporting data;• Signed and dated consent forms;• Medical records. <p><i>Note: 21 CFR 312.64 requires the retention of drug disposition and case history records for two years after the investigation is discontinued and the Food and Drug Administration is notified.</i></p>	NEW DAN Rev. 0	Retain for 2 years after investigation discontinued and the Food and Drug Administration notified <i>then</i> Destroy	NON-ARCHIVAL NON-ESSENTIAL OPR



7.2 INSTITUTIONAL REVIEW BOARDS

The activity of operating, or having involvement with, an institutional review board.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.2.1	<p><i>Institutional Review Boards (IRBs) – General Board Records</i> Records relating to Institutional Review Boards and their activities in the monitoring and oversight of human subject research.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• IRB review of research proposals and ongoing review activities;• Minutes of IRB meetings;• IRB member lists and credentialing. <p><i>Note: CFR 46.115(b) requires the retention of records relating to IRB activities for three years.</i></p>	NEW DAN Rev. 0	Retain for 3 years after date of document <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
7.2.2	<p><i>Institutional Review Boards – Principal Investigator Records</i> Records relating to investigator activities in human subject research.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Documentation of uses and disclosures;• Authorization/consent forms;• Business partner contracts;• Notices of practice• Responses to requests to amend or correct information;• Client statements of disagreements and complaints. <p>Excludes grant records covered under <i>CORE's Grants</i> activity.</p> <p><i>Note: 45 CFR 45.115 requires the retention of principal investigators' records for six years after completion of research.</i></p>	NEW DAN Rev. 0	Retain for 6 years after completion of research <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



7.2 INSTITUTIONAL REVIEW BOARDS

The activity of operating, or having involvement with, an institutional review board.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.2.3	<p><i>Institutional Review Boards (IRBs) – Research Conducted</i></p> <p>IRB records which relate to specific research conducted or that document decisions pertaining to committee actions on research conducted.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Correspondence between the IRB and investigators/researchers;• Progress reports provided to IRB;• Reports of unanticipated problems involving risks to subjects or others;• Injury reports;• Significant new findings provided to subjects. <p>Excludes grant records covered under <i>CORE's Grants</i> activity.</p> <p><i>Note: 45 CFR 46.115(b) requires the retention of records relating to research conducted for three years after completion of research.</i></p>	NEW DAN Rev. 0	<p>Retain for 3 years after completion/termination of research <i>then</i> Arrange for appraisal and selective retention by Washington State Archives.</p>	<p>ARCHIVAL (Appraisal Required) ESSENTIAL OPR</p>



8. VITAL RECORDS MANAGEMENT

The function of managing vital records created by the agency.

8.1 CERTIFICATION

The activity of certifying vital events.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.1	Birth/Death Certificate Affidavits of Correction Affidavits related to requests received for the correction of information appearing on a birth or death record, including any attached original certificates or certificate copies.	HE55-01F-01 Rev. 1	Retain for 1 year after transmitted to Department of Health <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
8.1.2	Birth/Death Certificates – 1907 and Later Original birth certificates issued by the agency for live births, deaths, or fetal deaths in the local health jurisdiction.	HE55-01F-03 Rev. 1	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
8.1.3	Certificate Request Logs Logs documenting requests received by the agency for birth, death, or other vital records certificates.	NEW DAN Rev. 0	Retain for 2 years after date of entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
8.1.4	Certificate Requests Formal requests received for certified copies of birth or death certificates, or other vital records.	HE55-01F-02 Rev. 1	Retain for 2 years after date of request <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



8.1 CERTIFICATION

The activity of certifying vital events.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.5	<i>Indexes to Vital Records</i> Indexes and other finding aids used to access vital records created by the agency, such as birth or death certificates.	HE55-01F-08 Rev. 1	Retain until the archival records are transferred to Washington State Archives <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR



9. LEGACY RECORDS

The function of maintaining and preserving records no longer created and/or received by the agency but which may continue to be in the agency's possession.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
9.1.1	High Priority Infant Tracking Sheets Records relating to the tracking of high risk infants as part of Washington State's non-operational High Priority Infant Tracking Project.	HE55-01G-02 Rev. 0	Retain for 8 years after close of file <i>then</i> Destroy	NON-ARCHIVAL NON-ESSENTIAL OPR
9.1.2	Passport Program Interagency Work Orders Records relating to work orders requesting healthcare assessments for Department of Social and Health Services foster children as part of the Passport Program.	HE55-01G-04 Rev. 1	Retain for 5 years after expiration of work order <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
9.1.3	Birth/Death Certificates – Pre-1907 Records relating to birth or death certificates issued by the agencies prior to 1907.	NEW DAN Rev. 0	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival – See ***Archival (Appraisal Required)*** and ***Archival (Permanent Retention)***.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives (WSA).

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates. Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the Local Records Committee.



Essential Records

Public records that local government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its core functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases and other finding aids should also be transferred with the records.

Local Records Committee

The committee established by RCW 40.14.070 to review and approve disposition of local government records.

Its three members include the State Archivist and one representative each from the Offices of the Attorney General and the State Auditor.

Migration

The periodic transfer of data from one electronic system to another in order to ensure continued integrity and accessibility of data despite changes over time in hardware, software, and storage media.

Non-Archival

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its core functions following a disaster, as described in chapter 40.10 RCW.

Obsolete

Public records which are no longer relevant to current program or primary functional responsibilities of a department or office.

Office of Record

The group, department, or office within an agency responsible for maintaining a primary record from creation (or receipt) through disposition.



OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Permanent – See **Archival (Permanent Retention)** and **Non-Archival**.

Potentially Archival or **Potential Archival Value** – See **Archival (Appraisal Required)**.

Primary Records

The original record (whether created or received by the agency) which serves as the official record, and must be retained in accordance with a current approved records retention schedule.

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”



Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

Secondary Records

Copies (or duplicates) of the agency's primary records used for specific legal, fiscal, or administrative purposes.

Secondary records exist for convenience of reference, or for informational purposes, and may be discarded when no longer needed for agency business in accordance with GS50-02-04.

Security Microfilm

Silver duplicate or first-generation microfilm which is stored at Washington State Archives under strictly-controlled environmental conditions and serves as an emergency/disaster back-up, in accordance with chapter 40.10 RCW.

Washington State Archives provides security microfilm storage and inspection services to local government agencies.



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For assistance and advice in applying this records retention schedule,

please contact Washington State Archives at:

recordsmanagement@sos.wa.gov

or contact your Regional Archivist.



Public Health Departments and Districts Records Retention Schedule Version 4.0

REVISION GUIDE

SUMMARY OF CHANGES

- Reorganization of entire retention schedule.
- Consolidation of entire schedule including elimination of redundant or unnecessary record series.
- Series descriptions have been added where previously absent.
- Retention and disposition actions have been revised to include a retention cutoff where previously absent.
- Several new records series have been added to cover Public Health activities which were not previously covered. These include:
 - ✓ Multiple records series relating to the Health Information Portability and Accountability Act (HIPAA);
 - ✓ Records series covering different types of medical records with unique retention requirements not previously covered in Version 3.0;
 - ✓ Several series relating to laboratory operations and management;
 - ✓ Series relating to client billing;
 - ✓ Records series covering pharmacy administration and drug accountability activities.
- **Formatting** of new sections has been changed as follows:
 - ✓ The column for “Secondary Record Copies” has been removed. These records are now covered by **Secondary (Duplicate) Copies** (GS50-02-04).
 - ✓ The “Remarks” column has been removed.
 - ✓ A new column entitled “Designation” classifies each records series using the following schemata:

1. ARCHIVAL (Permanent Retention); or,	1. Essential; or,	1. Official Public Record (OPR); or,
2. ARCHIVAL (Appraisal Required); or,	2. Non-Essential.	2. Office Files and Memoranda (OFM).
3. NON-ARCHIVAL.		
- **Disposition Authority Number (DAN)** formatting has changed. Newly assigned numbers will adhere to the following format, “HE2010-001”, which is comprised of three parts:



1. Retention schedule prefix (HE for Public Health, GS for CORE and LGGRRS, etc.)
 2. Year (2010)
 3. Sequential three-digit number (001, 002, 003, etc.)
- ✓ **Revision numbers** have been added. All DANs for records series which did not change from *Public Health Departments and Districts Records Retention Schedule Version 3.0* – and all new series – have been assigned a revision number of “0”. Records series which have been altered in any way (name, description, retention, etc.) have been assigned a revision number of “1”.
- Changes to records series in the *Public Health Departments and Districts Records Retention Schedule* are detailed in the following table.



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DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Administrative Business office	HE55-01A-02 p. 5	Annual Reports	6 years unless specified by a contract or agreement for a longer retention. Potential archival value.	CORE: Agency Management: Boards, Councils and Committees	GS50-05A-04 Rev. 0 p. 10	Annual Reports Adopted	Permanent as adopted – 1 copy archival.	These records are covered by the Common Records Retention Schedule (CORE).
Administrative Business office	HE55-01A-05 p. 5	Daily Reports/ Statistical Sheets	6 years.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded - Potential archival value.	These records are covered by the Common Records Retention Schedule (CORE).
Administrative Business office	HE55-01A-07 p. 5	Emergency Prescription Fund	6 years.	CORE: Financial Management: Accounting	GS50-03A-13 Rev. 0 p. 82	Fund Accounts Supporting Documents and Reports	3 years.	These records are covered by the Common Records Retention Schedule (CORE).



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Administrative Business office	HE55-01A-08 p. 6	<i>Fee Schedules</i>	Destroy when obsolete or superseded.	CORE: Agency Management: Policies and Procedures	GS50-01-24 Rev. 0 p. 27	<i>Official Agency Policy and Procedure, Directives, Regulations, and Rules</i>	Adoption – Permanent.	These records are covered by the Common Records Retention Schedule (CORE).
Administrative Business office	HE55-01A-09 p. 6	<i>Health Education Program Records</i>	3 years.					These records will be covered by CORE in the next revision of its Community Relations activity.
Administrative Business office	HE55-01A-11 p. 6	<i>Monthly Reports</i>	6 years.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	<i>Research/Program Reports, Studies, Surveys, Models, and Analyses</i>	Destroy when obsolete or superseded - Potential archival value.	These records are covered by the Common Records Retention Schedule (CORE).



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Administrative Business office	HE55-01A-13 p. 6	Staff Development Program Files	3 years.	CORE: Human Resource Management: Staff Development/T raining	GS50-04G-02 Rev. 0 p. 144	Training/Class Completion Report	3 years.	These records are covered by the Common Records Retention Schedule (CORE).
Administrative Business office	HE55-01A-15 p. 7	Substance Abuse Program Report to DOH	6 years.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded - Potential archival value.	These records are covered by the Common Records Retention Schedule (CORE).
Agency Management: Administration	HE50-01-32 p. 8	Statistical Reports	6 years. Potential archival value.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded - Potential archival value.	These records are covered by the Common Records Retention Schedule (CORE).



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Agency Management: Boards, Councils and Committees	HE50-05A-15 p. 9	<i>Oaths of Office</i>	Permanent.	CORE: Agency Management: Boards, Councils and Committees	GS50-05A-15 Rev. 0 p. 13	<i>Oaths of Office</i>	End of term of office plus 6 years.	These records are covered by the Common Records Retention Schedule (CORE).
Agency Management: Risk Management/ Insurance	HE50-06C-14 p. 10	<i>Incident Reports and Accident Claims for Damages Filed Against the Agency by Other Parties, and by the Agency Against Other Parties (Claims Made or Per Occurrence)</i>	<ul style="list-style-type: none"> • For accidents/incidents involving adults NOT resulting in claims— 3 years. • For accidents/incidents involving adults resulting in claims— closure plus 6 years. • For accidents/incidents involving minors NOT resulting in claims— age of majority plus 3 years. • For accidents/incidents involving minors resulting in claims - closure plus 6 years. 	CORE: Agency Management: Legal	GS50-01-10 Rev. 1 p. 22	<i>Claims for Damages</i>	Retain for 6 years after claim closed then destroy.	These records are covered by the Common Records Retention Schedule (CORE).



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Agency Management: Risk Management/ Insurance	HE50-06C-28 p. 10	Liability Waivers	Expiration or completion of activity plus 6 years.	CORE: Agency Management: Contracts/ Agreements	GS50-01-11 Rev. 0 p. 20	Contracts and Agreements	Retain for 6 years after termination or expiration of instrument then destroy.	These records are covered by the Common Records Retention Schedule (CORE).
Environmental Health: Buildings and Property	HE55-01J-03 p. 13	Condemnation Orders	6 years.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-01J-04 Rev. 1 p. 11	Condemnation/Demolition Orders	Retain for 6 years after date of order then destroy.	This DAN was combined with another DAN for demolition orders because of similar functional and retention requirements.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Buildings and Property	HE55-01J-06 p. 14	Federal Housing Authority Inspections	6 years.					Public health departments report that in the rare instances these records are received, it is as part of a hazardous site abatement project. These records should be retained accordingly.
Environmental Health: Buildings and Property	HE55-01J-07 p. 14	Gas Piping Permits	6 years.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01J-14 Rev. 1 p. 20	Permits and Approvals	Retain for 6 years after expiration of permit/approval then destroy.	Several DANs with similar retention requirements relating to environmental health permits and approvals have been combined under HE55-01J-14.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Buildings and Property	HE55-01J-08 p. 14	Inspection Reports	PERMANENT.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-01J-24 Rev. 1 p. 15	Solid Waste – Facility Inspections	Retain for the life of the facility then transfer to Washington State Archives for appraisal and selective retention.	This DAN has been combined with other DANs with similar retention requirements relating to the inspection of solid waste facilities.
Environmental Health: Buildings and Property	HE55-01J-09 p. 14	Living Environment Inspections	6 years after the close of the facility or site.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-02L-01 Rev. 1 p. 12	Facility Inspections (General)	Retain for 6 years after date of inspection then destroy.	This DAN has been combined with other DANs with similar retention requirements relating to general facility inspections.
Environmental Health: Buildings and Property	HE55-01J-10 p. 14	Ordinances in Effect	Destroy when obsolete or superseded.	CORE: Records with Minimal Retention Value	GS50-02-03 Rev. 0 p. 161	General Information – External	Retain until no longer needed for agency business then destroy.	Ordinances are general information that is disseminated to the public.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Buildings and Property	HE55-01J-11 p. 15	<i>Parks and Recreation Facility Inspections</i>	6 years.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-02L-01 Rev. 1 p. 12	<i>Facility Inspections (General)</i>	Retain for 6 years after date of inspection then destroy.	This DAN has been combined with other DANs with similar retention requirements relating to general facility inspections.
Environmental Health: Buildings and Property	HE55-01J-12 p. 15	<i>Perk Tests</i>	PERMANENT.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01J-18 Rev. 1 p. 19	<i>On-Site Sewage Systems – Permits</i>	Retain until notification that system has been decommissioned then transfer to Washington State Archives.	This DAN has been combined with other DANs relating to on-site sewage system permitting.



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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Buildings and Property	HE55-01J-16 p. 16	Plumbing Permits	6 years.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01J-14 Rev. 1 p. 20	Permits and Approvals	Retain for 6 years after expiration of permit/approval then destroy.	Multiple DANs with similar retention requirements relating to environmental health permitting and approvals have been combined under HE55-01J-14. Entire series has been revised and retention cutoff has been added.
Environmental Health: Buildings and Property	HE55-01J-17 p. 16	School Building Inspections	6 years.	HEALTH: Environmental Health Management: Auditing and Permitting	HE55-02L-01 Rev. 1 p. 12	Facility Inspections (General)	Retain for 6 years after date of inspection then destroy.	This DAN has been combined with other DANs with similar retention requirements relating to general facility inspections.



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Buildings and Property	HE55-01J-19 p. 16	Septic System Lapsed Permit	Permanent.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01J-18 Rev. 1 p. 19	On-Site Sewage Systems – Permits	Retain until notification that system has been decommissioned then transfer to Washington State Archives.	Series with similar retention requirements relating to on-site sewage systems permits have been consolidated under one DAN.
Environmental Health: Buildings and Property	HE55-01J-20 p. 16	Septic System Permits Disapproved	Permanent.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01J-18 Rev. 1 p. 19	On-Site Sewage Systems – Permits	Retain until notification that system has been decommissioned then transfer to Washington State Archives.	Series with similar retention requirements relating to on-site sewage systems permits have been consolidated under one DAN.
Environmental Health: Buildings and Property	HE55-01J-22 p. 17	Sewer Inspections Public and Private	Permanent.					Public health departments report that they do not conduct sewer inspections; this is a public works activity.



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Buildings and Property	HE55-01J-23 p. 17	<i>Solid Waste Landfill Permits</i>	Permanent.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-01J-24 Rev. 1 p. 15	<i>Solid Waste – Facility Inspections</i>	Retain for the life of the facility then transfer to Washington State Archives for appraisal and selective retention.	This DAN has been combined with other DANs with similar retention requirements relating to solid waste facility inspections.
Environmental Health: Complaints, Investigations, and Reports	HE55-01K-01 p. 19	<i>Air Pollution Reports</i>	6 years. Potential archival value.	CORE: Records with Minimal Retention Value	GS50-02-03 Rev. 0 p. 161	<i>General Information – External</i>	Retain until no longer needed for agency business then destroy.	Record copies of air pollution reports are held by Dept. of Ecology; the local health copy is therefore covered by GS50-02-03.
Environmental Health: Complaints, Investigations, and Reports	HE55-01K-03 p. 19	<i>Complaints Resulting in Court Action</i>	6 years after completion of legal action. Potential archival value.	CORE: Agency Management: Community Relations	GS50-01-09 Rev. 0 p. 17	<i>Citizen's Complaints/ Requests</i>	Matter closed plus 3 years.	These records are covered by the Common Records Retention Schedule (CORE).



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Complaints, Investigations, and Reports	HE55-01K-04 p. 19	Nuisance Report Log	2 years.	CORE: Agency Management: Community Relations	GS50-01-09 Rev. 0 p. 17	Citizens' Complaints/Requests	Matter closed plus 3 years.	Nuisance reports can be treated as citizen complaints. Therefore, these records are covered by CORE.
Environmental Health: Food and Dairy	HE55-02L-05 p. 20	Food Borne Illness Complaints and Investigation Files	6 years after resolution.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01D-06 Rev. 1 p. 18	Food Borne Illness Complaints and Investigations	Retain for 6 years after matter settled then transfer to Washington State Archives.	Two series previously covering food borne illness complaints and investigations have been combined under HE55-01D-06.
Environmental Health: Food and Dairy	HE55-02L-07 p. 21	Food Inspections	6 years.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-02L-01 Rev. 1 p. 12	Facility Inspections (General)	Retain for 6 years after date of inspection then destroy.	This DAN has been combined with other DANs with similar retention requirements relating to general facility inspections.



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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Environmental Health: Food and Dairy	HE55-02L-08 p. 21	Meat Inspections	6 years.	HEALTH: Environmental Health Management: Auditing and Inspection	HE55-02L-01 Rev. 1 p. 12	Facility Inspections (General)	Retain for 6 years after date of inspection then destroy.	This DAN has been combined with other DANs with similar retention requirements relating to general facility inspections.
Human Resource Management: Industrial Insurance	HE50-06C-02 p. 23	Accident/ Incident Reports – Employees – Insured by Agency or Not Reportable to Labor and Industries	<ul style="list-style-type: none">• For accidents/incide nts involving adults NOT resulting in claims– 3 years.• For accidents/incide nts involving adults resulting in claims– closure plus 6 years.	CORE: Human Resource Management: Industrial Insurance	GS50-06C-27 Rev. 1 p. 118	Workers’ Compensation Claims (Self-Insured) – Compensable	Retain for 75 years after claim closed then destroy.	These records are covered by the Common Records Retention Schedule (CORE).



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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
			<ul style="list-style-type: none">• For accidents/incidents involving minors NOT resulting in claims– age of majority plus 3 years.• For accidents/incidents involving minors resulting in claims - closure plus 6 years.		GS50-06C-31 Rev. 1 p. 119	Workers' Compensation Claims (Self-Insured) – Non-Compensable	Retain for 40 years after claim closed then destroy.	



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Human Resource Management: Industrial Insurance	HE50-06C-03 p. 24	<i>Accident/ Incident Reports – Employees – Insured Through Labor & Industries</i>	<ul style="list-style-type: none"> • For accidents/incidents involving adults NOT resulting in claims– 3 years. • For accidents/incidents involving adults resulting in claims– closure plus 6 years. • For accidents/incidents involving minors NOT resulting in claims– age of majority plus 3 years. • For accidents/incidents involving minors resulting in claims - closure plus 6 years. 	CORE: Human Resource Management: Industrial Insurance	GS50-06C-02 Rev. 1 p. 117	<i>Workers’ Compensation Claims (Department of Labor and Industries) – General</i>	Retain for 7 years after claim closed then destroy.	These records are covered by the Common Records Retention Schedule (CORE).
Nursing Administration : Clinic	HE55-01C-01 p. 24	<i>Advice Nurse & Triage Logs</i>	2 years.	CORE: Agency Management: Administration (General)	GS2010-001 Rev. 0 p. 7	<i>Communications – Non-Executive</i>	Retain for 2 years after communication received or provided, whichever is later then destroy.	These records are covered by the Common Records Retention Schedule (CORE).



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-03 p. 26	<i>Alcoholism Treatment Summary</i>	1 year.	HEALTH: Health Care and Treatment: Medical Records	HE55-01B-01 Rev. 1 p. 31	<i>Client Medical Records – Age 18 and Over</i>	Retain for 8 years after last provision of health- related services then destroy.	This information is part of the medical record.
					NEW DAN Rev. 0 p. 32	<i>Client Medical Records – Under Age 18</i>	Retain for 8 years after client attains 18 year of age and 8 years after last provision of health- related services then destroy.	
Nursing Administration : Clinic	HE55-01C-04 p. 26	<i>Appointment Books and Registers</i>	2 years.	CORE: Agency Management: Administration (General)	GS50-01-36 Rev. 0 p. 5	<i>Appointment Calendars</i>	Destroy when obsolete or superseded. See remarks.	These records are covered by the Common Records Retention Schedule (CORE).
Nursing Administration : Clinic	HE55-01C-05 p. 26	<i>Cancer Patient Screening Records</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	<i>Screening and Referrals</i>	Retain for 2 years after screening/referral then destroy.	Multiple series relating to screening and referral with similar retention periods have been consolidated under one DAN.



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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-06 p. 27	Cancer Treatment Summary	1 year.	HEALTH: Health Care and Treatment: Medical Records	HE55-01B-01 Rev. 1 p. 31	Client Medical Records – Age 18 and Over	Retain for 8 years after last provision of health- related services then destroy.	This information is part of the client medical record and should be retained accordingly.
					NEW DAN Rev. 0 p. 32	Client Medical Records – Under Age 18	Retain for 8 years after client attains 18 year of age and 8 years after last provision of health- related services then destroy.	
Nursing Administration : Clinic	HE55-01C-07 p. 27	Cardiac Screening and Suspect Logs	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	Screening and Referrals	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C- 02.



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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-08 p. 27	Diabetes Screening and Suspect Logs	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	Screening and Referrals	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C- 02.
Nursing Administration : Clinic	HE55-01C-09 p. 27	Glaucoma Screening and Suspect Logs	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	Screening and Referrals	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C- 02.



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-10 p. 27	Home Nursing Register	2 years.					Local public health agencies report that they no longer use or create these records.
Nursing Administration : Clinic	HE55-01C-11 p. 27	Hypertension Screening and Suspect Logs	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	Screening and Referrals	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C- 02.



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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-15 p. 27	Pregnancy Test Log	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	Screening and Referrals	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C- 02.
Nursing Administration : Clinic	HE55-01C-16 p. 27	Referrals	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	Screening and Referrals	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C- 02.



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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Clinic	HE55-01C-13 p. 28	Participant Surveys	1 year; or as per contract.					These records will be covered by CORE in the next revision of CORE's Community Relations activity.
Nursing Administration : Clinic	HE55-01C-17 p. 28	Vaccine Accountability Record	6 years.	HEALTH: Pharmacy Management: Inventory/Distr ibution	HE55-01C-12 Rev. 1 p. 48	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	Multiple series with similar retention requirements relating to pharmaceutical inventory accountability have been combined.
Nursing Administration : Clinic	HE55-01C-19 p. 30	Vaccine Reaction Report	Patients 18 and older: 8 years after last treatment. Patients	HEALTH: Health Care and Treatment: Client Medical Records	HE55-01B-01 Rev. 1 p. 31	Client Medical Records – Age 18 and Over	Retain for 8 years after last provision of health- related services then destroy.	Vaccine reaction information is part of the client medical record and should be



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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
			younger than 18 years of age: 8 years after patient's 18 th birthday.		NEW DAN p. 32	Client Medical Records – Under Age 18	Retain for 8 years after client attains 18 years of age and 8 years after last provision of health-related services then destroy.	retained accordingly.
Nursing Administration : Clinic	HE55-01C-20 p. 31	Vaccine Sign Out Record	6 years.	HEALTH: Pharmacy Management: Inventory/Distribution	HE55-01C-12 Rev. 1 p. 48	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	Multiple series with similar retention requirements relating to pharmaceutical inventory accountability have been combined.
Nursing Administration : Clinic	HE55-01C-21 p. 31	Youth Violence Network Reports	2 years.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded - Potential archival value.	These records are covered by the Common Records Retention Schedule (CORE).



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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-02 p. 32	Animal Treatment Records	6 years.	HEALTH: Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	HE55-01D-01 Rev. 1 p. 37	Animal Bites and Treatment	Retain for 6 years after last action then destroy.	Previously separate DANs relating to animal bites and animal treatment have been combined under HE55-01D- 01 because of similar retention requirements. Entire series has been revised and retention cutoff has been added.
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-03 p. 32	Biologics Inventory and Distribution Record	6 years.	HEALTH: Pharmacy Management: Inventory/Distr ibution	HE55-01C-12 Rev. 1 p. 48	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	Multiple series with similar retention requirements relating to pharmaceutical inventory accountability have been combined.



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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-08 p. 33	<i>HIV Testing and Referral</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	<i>Screening and Referrals</i>	Retain for 2 years after screening/referral then destroy.	Multiple DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C- 02.
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-09 p. 33	<i>Investigation Reports</i>	6 years.	HEALTH: Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	HE55-01D-05 Rev. 1 p. 38	<i>Epidemiologic Investigations and Reports</i>	Retain for 6 years after date of record or report then transfer to Washington State Archives for appraisal and selective retention.	Multiple series relating to epidemiologic investigations and reporting have been combined under HE55-01D- 05.
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-10 p. 34	<i>Occupational Exposure to Communicable Disease</i>	Duration of employment plus 30 years.	CORE: Human Resource Management: Occupational Health and Safety	GS50-04B-30 Rev. 0 p. 130	<i>Employee Medical and Exposure Records</i>	Termination of employment plus 30 years.	These records are covered by the Common Records Retention Schedule (CORE).



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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-11 p. 34	<i>Sexually Transmitted Disease (STD) Screening and Suspect Registers</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	<i>Screening and Referrals</i>	Retain for 2 years after screening/referral then destroy.	Several DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C- 02. Entire series has been revised.
Nursing Administration : Communicable and Infectious Diseases	HE55-01D-16 p. 35	<i>Tuberculosis Screening and Suspect Registers</i>	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	<i>Screening and Referrals</i>	Retain for 2 years after screening/referral then destroy.	Several DANs with similar retention requirements relating to assessment and referral have been combined under HE55-01C-02. Entire series has been revised.
Nursing Administration : Communicable	HE55-01D-17 p. 35	<i>Tuberculosis Treatment Summary</i>	2 years.	HEALTH: Health Care and Treatment: Medical	HE55-01B-01 Rev. 1 p. 31	<i>Client Medical Records – Age 18 and Over</i>	Retain for 8 years after last provision of health- related services then destroy.	This information is part of the client medical records and should be



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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
and Infectious Diseases				Records	NEW DAN Rev. 0 p. 32	Client Medical Records – Under Age 18	Retain for 8 years after client attains 18 years of age and 8 years after last provision of health- related services then destroy.	retained according to the appropriate records series under Health Care and Treatment: Medical Records.
Nursing Administration : Dental Health	HE55-01E-01 p. 36	Dental Health Screening Files	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	Screening and Referrals	Retain for 2 years after screening/referral then destroy.	Several DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C- 02. Entire series has been revised.
Nursing Administration : Maternal/Pare	HE55-01G-01 p. 37	Child Neglect or Abuse Reports	8 years after close of file. For minors, 3 years after the 18 th	HEALTH: Health Care and Treatment: Medical	HE55-01B-01 Rev. 1 p. 31	Client Medical Records – Age 18 and Over	Retain for 8 years after last provision of health- related services then destroy.	This information is part of the client medical records and should be



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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
nt Child Health			birthday or 8 years after the close of file, whichever is longer.	Records	NEW DAN Rev. 0 p. 32	Client Medical Records – Under Age 18	Retain for 8 years after client attains 18 years of age and 8 years after last provision of health-related services then destroy.	retained according to the appropriate records series under Health Care and Treatment: Medical Records.
Nursing Administration : Maternal/ Parent Child Health	HE55-01G-03 p. 37	Maternal Referral Records	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	Screening and Referrals	Retain for 2 years after screening/referral then destroy.	Several DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C-02. Entire series has been revised.
Nursing Administration : Maternal/ Parent Child Health	HE55-01G-05 p. 37	Passport Program Interagency Work Orders	Expiration of work order plus 5 years.					Public health agencies report that they no longer have these records.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Maternal/ Parent Child Health	HE55-01G-06 p. 37	Screening and Referral Records	2 years.	HEALTH: Health Care and Treatment: Assessment and Referral	HE55-01C-02 Rev. 1 p. 27	Screening and Referrals	Retain for 2 years after screening/referral then destroy.	Several DANs with similar retention requirements relating to screening and referrals have been combined under HE55-01C- 02. Entire series has been revised.
Nursing Administration : Women, Infants and Children	HE55-01W-01 p. 38	Appointment Register	3 years.					This series has been removed because agencies report this is an obsolete records series.
Nursing Administration : Women, Infants and Children	HE55-01W-02 p. 38	Contract Administration Files	4 years.					Records should be retained according to the content and function of the record.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Women, Infants and Children	HE55-01W-03 p. 38	Endorser Cross Referencing Reports, Breastfeeding Reports, Outstanding Food Instrument Reports, Participant Summary Reports	Until superseded. The contractor has the option to discard or retain these files.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded - Potential archival value.	These records are covered by the Common Records Retention Schedule (CORE).
Nursing Administration : Women, Infants and Children	HE55-01W-05 p. 38	Paraprofession al Competency Certification Documents	4 years after termination.	CORE: Human Resource Management: Staff Development/ Training	GS50-05A-23 Rev. 0 p. 143	Continuing Professional Education Records	End of licensing or reporting period plus 4 years.	These records are covered by the Common Records Retention Schedule (CORE).



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

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Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Women, Infants and Children	HE55-01W-06 p. 39	Questionable Food Instrument Reports	4 years.	HEALTH: Health Care and Treatment: Women, Infants, and Children (WIC) Program Operations				Agencies report they no longer create or use these records.
Nursing Administration : Women, Infants and Children	HE55-01W-07 p. 39	Statistical Summaries	3 years. Potential archival value.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded. Potential archival value.	These program reports/summarie s are covered by CORE. The CORE retention maintains the Appraisal Requires designation.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

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<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Nursing Administration : Women, Infants and Children	HE55-01W-08 p. 39	<i>Transfer/VOC Transmittals and Register</i>	4 years.	HEALTH: Health Care and Treatment: Women, Infants, and Children (WIC) Program Operations				Agencies report they no longer create these records. Currently, they are generated in the Dept. of Health CIMS system.
Nursing Administration : Women, Infants and Children	HE55-01W-09 p. 39	<i>Voter Registration Status Forms</i>	2 years.	HEALTH: Health Care and Treatment: Women, Infants, and Children (WIC) Program Operations				Agencies report they no longer create these records. This information is documented in the Dept. of Health CIMS system.
Social Services	HE50-25-02 p. 41	<i>Client Case Files (Treatment Completed and Case Closed) – Social Services</i>	Adults: 8 years. Minors: 8 years, or 3 years past age of majority, whichever is longer.	LGRRS: Social Services	GS50-25-02 p. 161	<i>Client Case Files (Treatment Completed and Case Closed) Social Services</i>	Adults: 8 years; Minors: 8 years, or 3 years past age of majority, whichever is longer.	These records are covered by the Local Government General Records Retention Schedule (LGRRS).



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Social Services	HE50-25-03 p. 41	<i>Client Screening and Referral Files (Completed and Closed) – Social Services</i>	10 years.	LGRRS: Social Services	GS50-25-03 p. 161	<i>Client Screening and Referral Files (Completed and Closed) Social Services</i>	10 years.	These records are covered by the Local Government General Records Retention Schedule (LGRRS).
Social Services	HE50-25-04 p. 41	<i>Facilities Inspections and Certifications – Social Services</i>	Until superseded or terminated plus 6 years.	LGRRS: Social Services	GS50-25-04 p. 162	<i>Facilities Inspections and Certifications Social Services</i>	Until superseded or terminated plus 6 years	These records are covered by the Local Government General Records Retention Schedule (LGRRS).
Social Services	HE50-25-05 p. 41	<i>Involuntary Commitment Case Files – Social Services (Proceedings Completed and Case Closed)</i>	Superior Court retains the primary copy. Secondary: 10 years.	LGRRS: Social Services	GS50-25-05 p. 162	<i>Involuntary Commitment Case Files Social Services (Proceedings Completed and Case Closed)</i>	Superior Court retains the primary copy. Secondary copy: 10 years.	These records are covered by the Local Government General Records Retention Schedule (LGRRS).



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

Public Health Version 3.0				New (Version 4.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Social Services	HE50-25-06 p. 42	Project Files – Social Services	Completion of project plus 6 years. Potential archival value.	LGGRRS: Social Services	GS50-25-06 p. 162	Project Files Social Services	Completion of project plus 6 years - Potential archival value.	These records are covered by the Local Government General Records Retention Schedule (LGGRRS).
Social Services	HE50-25-07 p. 42	Statistical Reports to Department of Social and Health Services or Other Such Agencies – Social Services	2 years. Potential archival value.	LGGRRS: Social Services	GS50-25-07 p. 162	Statistical Reports to Department of Social and Health Services or Other Such Agencies Social Services	2 years - Potential archival value.	These records are covered by the Local Government General Records Retention Schedule (LGGRRS).



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Vital Statistics	HE55-01F-05 p. 45	Burial/Cremation/Transit Permits – Non First Class Health Districts	2 years. Potential archival value.	HEALTH: Environmental Health Management: Licensing and Permitting	HE55-01F-04 Rev. 1 p. 17	Burial/Cremation/Transit Permits	Retain for 1 year after expiration of permit then transfer to Washington State Archives for appraisal and selective retention.	This series has been discontinued to eliminate the distinction among permits issued by first class health districts and other types of jurisdictions; there is no retention requirement necessitating this distinction.
Vital Statistics	HE55-01F-06 p. 45	Death Certificates	Permanent.	HEALTH: Vital Records Management: Certification	HE55-01F-03 Rev. 1 p. 57	Birth/Death Certificates – 1907 and Later	Retain until no longer needed for agency business then destroy.	This DAN has been combined with other relating to birth and death certificates under HE55-01F-03.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Health Department and Districts Version 3.0* series listed on the left have been discontinued. The *Public Health Department and Districts Version 4.0* DANs that now cover the affected records series are listed on the right.

<i>Public Health Version 3.0</i>				<i>New (Version 4.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Vital Statistics	HE55-01F-07 p. 45	<i>Fetal Death Certificates</i>	Permanent.	HEALTH: Vital Records Management: Certification	HE55-01F-01 Rev. 1 p. 57	<i>Birth/Death Certificates – 1907 and Later</i>	Retain until no longer needed for agency business then transfer to Washington State Archives.	Multiple DANs with similar retention requirements relating to death certificates have been combined under HE55-01F- 01. Entire series has been revised.



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in <i>Version 3.0</i> page order.)						
Public Health Version 3.0			New (Version 4.0) Disposition Authority Information			
Function: Activity	Title	DAN	Function: Activity	Title	DAN(s)	Changes:
Administrative Business Office	Client/Patient Financial Assessments	HE55-01A-03 p. 5	Health Care and Treatment: Client Billing	Financial Assessments	HE55-01A-03 Rev. 1 p. 30	Minor revision to series title. Series description added. Retention cutoff added.
Administrative Business Office	DSHS Billing Records	HE55-01A-06 p. 5	Health Care and Treatment: Client Billing	Department of Social and Health Services Billing	HE55-01A-06 Rev. 1 p. 29	Series description revised. Retention increased from “3 years after audit or expiration of contract, whichever is longer” to “6 years after expiration of Department of Social and Health Services contract.”
Administrative Business Office	Licenses Issued Register	HE55-01A-10 p. 6	Environmental Health Management: Licensing and Permitting	Licenses Issued Registers	HE55-01A-10 Rev. 0 p. 19	Retention cutoff and archival designation added.
Client/Patient Health Care	Client/Patient Health Care Information Record	HE55-01B-01 p. 11	Health Care and Treatment: Medical Records	Client Medical Records – Age 18 and Over	HE55-01B-01 Rev. 1 p. 31	Series revised to separate out medical records of minors, which have unique retention requirements. Series title and description have been revised accordingly. Minor revision to retention wording.
				Client Medical Records – Under Age 18	NEW DAN Rev. 0 p. 32	
Environmental Health: Buildings and Property	Building Plan Approvals	HE55-01J-01 p. 13	Environmental Health Management: Licensing and Permitting	Building Plan Reviews	HE55-01J-01 Rev. 1 p. 17	Retention cutoff added. Series title revised. Series description revised.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

Public Health Version 3.0			New (Version 4.0) Disposition Authority Information			
Environmental Health: Buildings and Property	Closed Solid Waste Landfill Files	HE55-01J-02 p. 13	Environmental Health Management: Licensing and Permitting	Solid Waste – Closed Landfills	HE55-01J-02 Rev. 1 p. 21	Minor revisions to series title and description. Retention changed from “permanent” to “retain for 50 years after site closure then arrange for appraisal by Washington State Archives.”
Environmental Health: Buildings and Property	Demolition Orders	HE55-01J-04 p. 13	Environmental Health Management: Auditing and Inspection	Condemnation/Demolition Orders	HE55-01J-04 Rev. 1 p. 11	Multiple series with retention requirements relating to condemning and demolishing property have been combined under HE55-01J-04. The entire series has been revised and a retention cutoff added.
Environmental Health: Buildings and Property	Establishment Register	HE55-01J-05 p. 13	Environmental Health Management: Auditing and Inspection	Business Registers	HE55-01J-05 Rev. 1 p. 11	Series title revised. Archival designation removed.
Environmental Health: Buildings and Property	Permit and Approval Summaries	HE55-01J-13 p. 15	Environmental Health Management: Licensing and Permitting	Permit and Approval Summaries	HE55-01J-13 Rev. 1 p. 20	Retention changed from “permanent” to “retain for 6 years after expiration/termination of pertinent permit or approval then transfer to Washington State Archives for appraisal and selective retention.” Minor revisions to the series description.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

Public Health Version 3.0			New (Version 4.0) Disposition Authority Information			
Environmental Health: Buildings and Property	Permits and Approvals	HE55-01J-14 p. 15	Environmental Health Management: Licensing and Permitting	Permits and Approvals	HE55-01J-14 Rev. 1 p. 20	Multiple DANs with similar retention requirements relating to environmental health permitting and approvals have been combined under HE55-01J-14. Entire series has been revised and retention cutoff has been added.
Environmental Health: Buildings and Property	Planning Department Recommendations	HE55-01J-15 p. 16	Environmental Health: Auditing and Inspection	Planning Department Recommendations	HE55-01J-15 Rev. 1 p. 14	Retention cutoff added. Series description revised.
Environmental Health: Buildings and Property	Septic System Approvals and Permits	HE55-01J-18 p. 16	Environmental Health Management: Licensing and Permitting	On-Site Sewage Systems – Permits	HE55-01J-18 Rev. 1 p. 19	Retention changed from “permanent” to “until notification that system has been decommissioned then transfer to Washington State Archives.” Archival designation added. Series title and description revised.
Environmental Health: Buildings and Property	Sewage Treatment Site Inspections	HE55-01J-21 p. 17	Environmental Health: Auditing and Inspection	Sewage Treatment Site Inspections	HE55-01J-21 Rev. 1 p. 14	Retention changed from “permanent” to “retain for 50 years after closure of sewage treatment site.” Series description revised.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

Public Health Version 3.0			New (Version 4.0) Disposition Authority Information			
Environmental Health: Buildings and Property	Solid Waste Transfer Station Files	HE55-01J-24 p. 17	Environmental Health: Auditing and Inspection	Solid Waste – Facility Inspections	HE55-01J-24 Rev. 1 p. 15	Multiple series relating to solid waste facility inspections have been combined under this DAN. Retention changed from “permanent” to “retain for the life of the facility then transfer to Washington State Archives for appraisal and selective retention.” Archival designation added. Entire series revised.
Environmental Health: Buildings and Property	Water Supply System Approvals Public and Private	HE55-01J-25 p. 17	Environmental Health Management: Licensing and Permitting	Water Supply System Permits	HE55-01J-25 Rev. 1 p. 21	Retention changed from “permanent” to “retain for the life of the agency then transfer to Washington State Archives.” Series title revised for simplification. Series description revised.
Environmental Health: Buildings and Property	Water Well Logs	HE55-01J-26 p. 18	Environmental Health: Auditing and Inspection	Water Well Reports	HE55-01J-26 Rev. 1 p. 16	Retention reduced from 6 years to “until no longer needed for agency business” because these are secondary copies of reports submitted to Dept. of Ecology. (DOE retains for 50 years.) Minor revision to series title. Series description revised to provide more clarity.
Environmental Health: Complaints, Investigations, and Reports	Complaints Filed	HE55-01K-02 p. 19	Environmental Health Management: Auditing and Inspection	Environmental Health Complaints	HE55-01K-02 Rev. 1 p. 11	Retention cutoff added. Series title revised for clarification. Series description revised.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

Public Health Version 3.0			New (Version 4.0) Disposition Authority Information			
Environmental Health: Complaints, Investigations, and Reports	Vector Control Records	HE55-01K-05 p. 19	Environmental Health Management: Auditing and Inspection	Vector/Pest Control	HE55-01K-05 Rev. 1 p. 15	Retention cutoff added. Minor revision to series title.
Environmental Health: Food and Dairy	Dairy Inspections	HE55-02L-01 p. 20	Environmental Health Management: Auditing and Inspection	Facility Inspections (General)	HE55-02L-01 Rev. 1 p. 12	Multiple series with similar retention requirements relating to facility inspections have been combined under HE55-02L-01. The entire series has been revised and a retention cutoff added.
Environmental Health: Food and Dairy	Food and Beverage Service Permits	HE55-02L-02 p. 20	Environmental Health Management: Licensing and Permitting	Food and Beverage Service Permits – Non-Temporary Establishments	HE55-02L-02 Rev. 1 p. 17	Series title revised for clarification. Series description revised. Retention cutoff added.
Environmental Health: Food and Dairy	Food and Beverage Service Permits – Temporary	HE55-02L-03 p. 20	Environmental Health Management: Licensing and Permitting	Food and Beverage Service Permits – Temporary Establishments	HE55-02L-03 Rev. 1 p. 18	Series title and description revised for clarification.
Environmental Health: Food and Dairy	Food and Beverage Service Permits Denied	HE55-02L-04 p. 20	Environmental Health Management: Licensing and Permitting	Food and Beverage Service Permits – Denied	HE55-02L-04 Rev. 1 p. 17	Retention cutoff added. Series title and description revised.
Environmental Health: Food and Dairy	Food Handler Licenses	HE55-02L-06 p. 20	Environmental Health Management: Licensing and Permitting	Food Worker Permits	HE55-02L-06 Rev. 1 p. 18	Series title revised for clarity. Series description added.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

Public Health Version 3.0			New (Version 4.0) Disposition Authority Information			
Environmental Health: Hazardous Waste	Waste Collectors Audit	HE55-01M-03 p. 22	Environmental Health Management: Auditing and Inspection	Hazardous Waste – Collector’s Audits	HE55-01M-03 Rev. 1 p. 13	Minor revision to series title and description. Retention cutoff added.
Environmental Health: Hazardous Waste	Chemical Site Inspections	HE55-01M-02 p. 22	Environmental Health Management: Auditing and Inspection	Hazardous Waste – Chemical Site Inspections	HE55-01M-02 Rev. 1 p. 13	Minor revisions to series title and description. Retention changed from “permanent” to “retain until no longer needed for agency business then transfer to Washington State Archives for appraisal and selective retention.” Archival designation added.
Environmental Health: Hazardous Waste	Business Audits	HE55-01M-01 p. 22	Environmental Health Management: Auditing and Inspection	Hazardous Waste – Business Audits	HE55-01M-01 Rev. 1 p. 12	Retention cutoff added. Minor revision to series title. Series description revised.
Environmental Health: Hazardous Waste	Waste Permits	HE55-01M-04 p. 22	Environmental Health Management: Auditing and Inspection	Solid Waste – Characterization and Disposal (Hazardous Waste)	HE55-01M-04 Rev. 1 p. 15	Retention decreased from “permanent” to “50 years after advice provided.” Series title and description revised.
Laboratory	Clinical Instrument Studies	HE55-02H-01 p. 25	Asset Management: Maintenance	Clinical Instrument Studies	HE55-02H-01 Rev. 1 p. 10	Series description added.
Laboratory	Clinical Lab Records	HE55-02H-02 p. 25	Health Care and Treatment: Clinical Laboratory	Quality Assurance/Control (Clinical Laboratory)	HE55-02H-02 Rev. 1 p. 35	Retention cutoff added. Series description simplified. Series title revised for clarity.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

Public Health Version 3.0			New (Version 4.0) Disposition Authority Information			
Laboratory	Water Reports	HE55-02H-03 p. 25	Environmental Health Management: Testing and Analysis	Public Water Systems – General	HE55-02H-03 Rev. 1 p. 24	Entire series revised to distinguish from various new series with unique retention requirements for specific types of water system testing. Retention cutoff added.
Nursing Administration: Clinic	Alcoholism Screening Files	HE55-01C-02 p. 26	Health Care and Treatment: Assessment and Referral	Screening and Referrals	HE55-01C-02 Rev. 1 p. 27	Several DANs with similar retention requirements relating to medical screening and referral have been combined under HE55-01C-02. Entire series has been revised. Retention cutoff has been added.
Nursing Administration: Clinic	Medication Logs	HE55-01C-12 p. 28	Pharmacy Management: Inventory/Distribution	Pharmaceutical Inventory Accountability	HE55-01C-12 Rev. 1 p. 48	Entire series has been revised. These records have been combined with other records relating to pharmaceutical inventory accountability.
Nursing Administration: Clinic	Patient Eligibility Records	HE55-01C-14 p. 28	Health Care and Treatment: Client Billing	Client Billing and Financial Assistance	HE55-01C-14 Rev. 1 p. 29	Records series relating to client billing and financial assistance have been consolidated under this DAN. The retention has been increased from 3 years after audit to 6 years to be consistent with other billing/financial records series. Entire series has been revised.



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in <i>Version 3.0</i> page order.)						
Public Health Version 3.0			New (Version 4.0) Disposition Authority Information			
Nursing Administration: Clinic	Vaccine Information Statements	HE55-01C-18 p. 29	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	Vaccine Information Statements (Master)	HE55-01C-18 Rev. 1 p. 39	Minor revisions to series title and description.
Nursing Administration: Communicable and Infectious Diseases	Animal Bite Reports	HE55-01D-01 p. 32	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	Animal Bites	HE55-01D-01 Rev. 1 p. 37	Retention cutoff added. Minor revision to series title. Series description revised.
Nursing Administration: Communicable and Infectious Diseases	Case Logs	HE55-01D-04 p. 32	Health Care and Treatment: Client Administration	Master Patient Index	HE55-01D-04 Rev. 1 p. 28	Retention period changed to more accurately account for this record as an index. Entire series has been revised to more accurately describe the Master Patient Index.
Nursing Administration: Communicable and Infectious Diseases	Epidemiologic Records and Reports	HE55-01D-05 p. 32	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	Epidemiologic Investigations and Reports	HE55-01D-05 Rev. 1 p. 38	Retention cutoff added. Series title revised for clarity.
Environmental Health: Food and Dairy	Food Borne Illness Complaints and Investigation Files	HE55-01D-06 p. 33	Environmental Health Management: Licensing and Permitting	Food Borne Illness Complaints and Investigations	HE55-01D-06 Rev. 1 p. 18	Series description added. Retention cutoff added.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

Public Health Version 3.0			New (Version 4.0) Disposition Authority Information			
Nursing Administration: Communicable and Infectious Diseases	HIV Test Reports	HE55-01D-07 p. 33	Health Care and Treatment: Assessment and Referral	HIV Test Reports	HE55-01D-07 Rev. 1 p. 26	Retention cutoff added.
Nursing Administration: Communicable and Infectious Diseases	STD Case and Contact Register	HE55-01D-12 p. 34	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	Case and Contact Registers – Sexually Transmitted Diseases	HE55-01D-12 Rev. 1 p. 37	Retention cutoff added. Minor revision to series title. Series description revised.
Nursing Administration: Communicable and Infectious Diseases	STD Case Reports	HE55-01D-13 p. 34	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	Sexually Transmitted Disease Case Reports	HE55-01D-13 Rev. 1 p. 39	Retention cutoff added. Minor revisions to series title and description.
Nursing Administration: Communicable and Infectious Diseases	Syphilis Positive Serology Reports	HE55-01D-14 p. 34	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	Positive Culture Notifications	HE55-01D-14 Rev. 1 p. 38	Retention cutoff added. Series revised in entirety to more accurately describe the records required to be retained in WAC 246-101-210.
Nursing Administration: Communicable and Infectious Diseases	Tuberculosis Cases and Contact Register	HE55-01D-15 p. 35	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	Case and Contact Registers – Tuberculosis	HE55-01D-15 Rev. 1 p. 37	Retention cutoff added. Minor revisions to series title and description.



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in <i>Version 3.0</i> page order.)						
Public Health Version 3.0			New (Version 4.0) Disposition Authority Information			
Nursing Administration: Communicable and Infectious Diseases	<i>Typhoid Fever Carrier Records and Agreements</i>	HE55-01D-18 p. 35	Health Care and Treatment: Infectious and Communicable Disease Control and Prevention	<i>Typhoid Fever Carriers</i>	HE55-01D-18 Rev. 1 p. 39	Minor revisions to series description and series title for clarity.
Nursing Administration: Maternal/Parent Child Health	<i>Passport Program Interagency Work Orders</i>	HE55-01G-04 p. 37	Legacy Records	<i>Passport Program Interagency Work Orders</i>	HE55-01G-04 Rev. 1 p. 59	Minor revisions to series description.
Nursing Administration: Women, Infants and Children	<i>Ineligible Patient Client Files</i>	HE55-01W-04 p. 40	Health Care and Treatment: Women, Infants, and Children (WIC) Program Operations	<i>Ineligible Client Files</i>	HE55-01W-04 Rev. 1 p. 41	Retention cutoff added. Series description added.
Nursing Administration: Women, Infants and Children	<i>Waiting Lists</i>	HE55-01W-10 p. 40	Health Care and Treatment: Women, Infants, and Children (WIC) Program Operations	<i>Waiting Lists</i>	HE55-01W-10 Rev. 1 p. 42	Retention cutoff added and retention increased from 3 years to 4 years after date of last entry to comply with State WIC Office requirements. Series description added.
Vital Statistics	<i>Affidavit of Correction Authorization</i>	HE55-01F-01 p. 43	Vital Records Management: Certification	<i>Birth/Death Certificate Affidavits of Correction</i>	HE55-01F-01 Rev. 1 p. 57	Series title revised for clarification. Agencies report these records are transferred to the Dept. of Health; retention requirement has been changed accordingly. Series description added.



REVISED RECORDS SERIES

The records series listed below have been revised; changes and rational are provided. (List is in *Version 3.0* page order.)

Public Health Version 3.0			New (Version 4.0) Disposition Authority Information			
Vital Statistics	<i>Application or Request for Certified Copy of Birth or Death Certificate</i>	HE55-01F-02 p. 43	Vital Records Management: Certification	<i>Certificate Requests</i>	HE55-01F-02 Rev. 1 p. 57	Retention cutoff added. Series title revised for simplification. Series description added.
Vital Statistics	<i>Birth Certificates</i>	HE55-01F-03 p. 44	Vital Records Management: Certification	<i>Birth/Death Certificates – 1907 and Later</i>	HE55-01F-03 Rev. 1 p. 57	Retention wording revised to account for original birth certificates that are sent to Dept. of Health.
Vital Statistics	<i>Burial/Cremation/Transit Permits – First Class City/County Health Districts</i>	HE55-01F-04 p. 44	Environmental Health: Licensing and Permitting	<i>Burial/Cremation/Transit Permits</i>	HE55-01F-04 Rev. 1 p. 17	Two DANs relating to burial/cremation/transit permits have been combined under this DAN because there is not a specific requirement to distinguish between first and second class departments/districts for retention purposes. Retention cutoff added. Series description added.
Vital Statistics	<i>Indexes to Vital Statistics</i>	HE55-01F-08 p. 46	Vital Records Management: Certification	<i>Indexes to Vital Records</i>	HE55-01F-08 Rev. 1 p. 58	Retention changed from “permanent” to “retain until the archival records are transferred to Washington State Archives then transfer to Washington State Archives.” (Based on similar CORE series.) Series description added.
Vital Statistics	<i>Inter and Disinter Permits</i>	HE55-01F-09 p. 46	Environmental Health: Licensing and Permitting	<i>Inter and Disinter Permits</i>	HE55-01F-09 Rev. 1 p. 19	Retention cutoff added. Series description added.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Agency Management	Community Relations	NEW DAN Rev. 0 p. 5	Crisis Lines	Retain for 6 years after date of contact then destroy.
Agency Management	Community Relations	NEW DAN Rev. 0 p. 5	Client Relations	Retain for 8 years after inquiry/complaint/grievance then destroy.
Agency Management	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 6	Client Accidents/Incidents – No Claim Filed (Age 18 and Older)	Retain for 8 years after date of accident/injury then destroy.
Agency Management	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 6	Client Accidents/Incidents – No Claim Filed (Under Age 18)	Retain for 8 years after injury/accident and 6 years after juvenile attains age 18 then destroy.
Agency Management	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 7	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Accountings of Disclosure	Retain for 6 years after date of disclosure then destroy.
Agency Management	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 7	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Changes/Corrections to Records	Retain until destruction of protected health information subject to change(s) then destroy.
Agency Management	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 8	Health Insurance Portability and Accountability Act (H.I.P.A.A.) - Complaints	Retain for 6 years after final resolution then destroy.
Agency Management	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 8	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Sanctions to Workers	Retain for 6 years after fulfillment of sanction then destroy.
Agency Management	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 8	Major Incident Reviews	Retain for 8 years after date of incident then transfer to Washington State Archives for appraisal and selective retention.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Agency Management	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 9	Medical Staff Credentialing/Privileging	Retain for 8 years after termination of employment then transfer to Washington State Archives for appraisal and selective retention.
Agency Management	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 9	Release of Information Logs	Retain for 6 years after date of entry then destroy.
Agency Management	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 9	Standard of Care	Retain for 8 years after obsolete or superseded then transfer to Washington State Archives.
Asset Management	Maintenance	NEW DAN Rev. 0 p. 10	Radiation Instrument Calibration (Drinking Water)	Retain for the life of the agency then transfer to Washington State Archives.
Asset Management	Maintenance	NEW DAN Rev. 0 p. 10	Sterilizer Spore Tests	Retain for 3 years after date of test then destroy.
Environmental Health Management	Auditing and Inspection	NEW DAN Rev. 0 p. 13	On-Site Sewage Systems – Maintenance and Inspection	Retain until notification that system has been decommissioned then destroy.
Environmental Health Management	Auditing and Inspection	NEW DAN Rev. 0 p. 14	Recreational Shellfish Beach Classifications	Retain for 1 year after updated/superseded then transfer to Washington State Archives.
Environmental Health Management	Auditing and Inspection	NEW DAN Rev. 0 p. 15	Solid Waste – Characterization and Disposal (General)	Retain for 5 years after advice provided then destroy.
Environmental Health Management	Licensing and Permitting	NEW DAN Rev. 0 p. 18	Hazardous Waste – Permits	Retain for 50 years after expiration of permit then transfer to Washington State Archives.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Environmental Health Management	<i>Licensing and Permitting</i>	NEW DAN Rev. 0 p. 21	<i>Water Recreation Facility Permits</i>	Retain for 3 years after expiration then transfer to Washington State Archives for appraisal and selective retention.
Environmental Health Management	<i>Testing and Analysis</i>	NEW DAN Rev. 0 p. 22	<i>Drinking Water – Laboratory Assessments/Certification Reviews</i>	Retain for 6 years after completion of assessment/review and until completion of two subsequent audits then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	NEW DAN Rev. 0 p. 22	<i>Drinking Water – Radionuclide Analysis of Compliance</i>	Retain for 10 years after date of report then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	NEW DAN Rev. 0 p. 23	<i>Laboratory Quality Assurance and Control (Environmental Lab)</i>	Retain for 10 years after conclusion of analysis/testing/calibration or until completion of Dept. of Ecology audit, whichever is sooner then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	NEW DAN Rev. 0 p. 23	<i>Public Water Systems – Analysis for Lead/Copper</i>	Retain for 12 years after date of report then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	NEW DAN Rev. 0 p. 24	<i>Public Water Systems – Bacteriological and Turbidity Analyses</i>	Retain for 5 years after completion of analysis then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	NEW DAN Rev. 0 p. 24	<i>Public Water Systems – Chemical Analyses</i>	Retain for the life of the water system then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	NEW DAN Rev. 0 p. 24	<i>Sample Management</i>	Retain for 10 years after conclusion of sample testing then destroy.
Environmental Health Management	<i>Testing and Analysis</i>	NEW DAN Rev. 0 p. 25	<i>Effluent/Discharge Monitoring Data and Supporting Documentation</i>	Retain for 10 years after testing completed and until fulfillment of retention requirement(s) specified on NPDES permit then destroy.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Environmental Health Management	Testing and Analysis	NEW DAN Rev. 0 p. 26	Encounter Forms/Fee Sheets	Retain for 6 years after provision of health-related services then destroy.
Health Care and Treatment	Client Administration	NEW DAN Rev. 0 p. 28	Operative Indexes	Retain for 10 years after date of entry then transfer to Washington State Archives.
Health Care and Treatment	Client Billing	NEW DAN Rev. 0 p. 29	Clinical Resource Management/Utilization Review	Retain for 8 years after completion of utilization review then destroy.
Health Care and Treatment	Client Medical Records	NEW DAN Rev. 0 p. 32	Client Medical Records – Under Age 18	Retain for 8 years after last provision of health-related services and 3 years after client attains age 18 then destroy.
Health Care and Treatment	Client Medical Records	NEW DAN Rev. 0 p. 32	Client Medical Records – Disclosure Authorized	Retain for 1 year after receipt of authorization to disclose then destroy.
Health Care and Treatment	Client Medical Records	NEW DAN Rev. 0 p. 33	Counseling	Retain for 5 years after client's last visit then destroy.
Health Care and Treatment	Client Medical Records	NEW DAN Rev. 0 p. 33	Interpretation Requests	Retain until added to client's medical record.
Health Care and Treatment	Client Medical Records	NEW DAN Rev. 0 p. 33	Radiologic Reports	Retain for 5 years after date of report then destroy.
Health Care and Treatment	Client Medical Records	NEW DAN Rev. 0 p. 34	Staff Signature Lists	Retain for 8 years after obsolete or superseded then destroy.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Health Care and Treatment	<i>Clinical Laboratory</i>	NEW DAN Rev. 0 p. 35	<i>Specimen Testing (Clinical Laboratory)</i>	Retain for 2 years after completion of testing then destroy.
Health Care and Treatment	<i>Clinical Laboratory</i>	NEW DAN Rev. 0 p. 36	<i>Test Procedures</i>	Retain for 2 years after procedure has been discontinued then destroy.
Health Care and Treatment	<i>Clinical Laboratory</i>	NEW DAN Rev. 0 p. 36	<i>Test Reports – General</i>	Retain for 2 years after examination of slide then destroy.
Health Care and Treatment	<i>Infectious and Communicable Disease Control and Prevention</i>	NEW DAN Rev. 0 p. 37	<i>Emergency Detention Orders</i>	Retain for 3 years after expiration of order then transfer to Washington State Archives for appraisal and selective retention.
Health Care and Treatment	<i>Infectious and Communicable Disease Control and Prevention</i>	NEW DAN Rev. 0 p. 38	<i>Emergency Incident Response</i>	Retain for 8 years after provision of last incident-related services then transfer to Washington State Archives for appraisal and selective retention.
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	NEW DAN Rev. 0 p. 40	<i>A-19 Billing Requests</i>	Retain for 4 years after date submitted then destroy.
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	NEW DAN Rev. 0 p. 40	<i>CIMS (Client Information Management System) Supplemental Documentation</i>	Retain for 4 years after date of document then destroy.
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	NEW DAN Rev. 0 p. 41	<i>Expenditure Reports</i>	Retain for 4 years after report submitted then destroy.
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	NEW DAN Rev. 0 p. 41	<i>Language Interpreter Usage Logs</i>	Retain for 4 years after date of last entry then destroy.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	NEW DAN Rev. 0 p. 42	<i>Nutrition Education Plan</i>	Retain for 4 years after date submitted to state WIC office then destroy.
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	NEW DAN Rev. 0 p. 42	<i>Terminated Client Files</i>	Retain for 4 years after study completed then destroy.
Health Care and Treatment	<i>Women, Infants, and Children (WIC) Program Operations</i>	NEW DAN Rev. 0 p. 42	<i>Time Studies</i>	Retain for 4 years after study completed then destroy.
Human Resource Management	<i>Staff Development/ Training</i>	NEW DAN Rev. 0 p. 43	<i>Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Training</i>	Retain for 6 years after superseded then destroy.
Human Resource Management	<i>Performance Management</i>	NEW DAN Rev. 0 p. 44	<i>Staff Plans/Schedules</i>	Retain until completion of Joint Commission on Accreditation of Healthcare Organization audit then destroy.
Human Resource Management	<i>Performance Management</i>	NEW DAN Rev. 0 p. 44	<i>Physician Call Schedules</i>	Retain for 5 years after superseded then destroy.
Pharmacy Management	<i>Client Management</i>	NEW DAN Rev. 0 p. 45	<i>Client Profile and Medication Records – Age 18 and Over</i>	Retain for 8 years after date of last dispensing activity then destroy.
Pharmacy Management	<i>Client Management</i>	NEW DAN Rev. 0 p. 46	<i>Client Profile and Medication Records – Under Age 18</i>	Retain for 8 years after client attains age 18 then destroy.
Pharmacy Management	<i>Drug Accountability</i>	NEW DAN Rev. 0 p. 47	<i>Drug Batch Data</i>	Retain for 50 years after completion/cessation of batch distribution then destroy.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Pharmacy Management	<i>Drug Accountability</i>	NEW DAN Rev. 0 p. 47	<i>Inmate Medications</i>	Retain for 8 years after date medication(s) provided then destroy.
Pharmacy Management	<i>Inventory/ Distribution</i>	NEW DAN Rev. 0 p. 47	<i>Pharmaceutical Distribution Errors</i>	Retain for 8 years after date of error then destroy.
Pharmacy Management	<i>Inventory/ Distribution</i>	NEW DAN Rev. 0 p. 48	<i>Therapeutically Equivalent Drug Substitutions</i>	Retain for 10 years after last authorized dispensation then destroy.
Pharmacy Management	<i>Quality Assurance/ Control</i>	NEW DAN Rev. 0 p. 49	<i>Pharmaceutical Complaints and Investigations</i>	Retain for 2 years after distribution of drug has been completed and 1 year after expiration of drug then destroy.
Pharmacy Management	<i>Quality Assurance/ Control</i>	NEW DAN Rev. 0 p. 49	<i>Pharmaceutical Recalls</i>	Retain for 8 years after last dispensation of drug then destroy.
Pharmacy Management	<i>Quality Assurance/ Control</i>	NEW DAN Rev. 0 p. 49	<i>Pharmacy Policy, Procedure, and Training Manuals</i>	Retain for 2 years after superseded then transfer to Washington State Archives.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 50	<i>Bioavailability/Bioequivalence Samples – Food and Drug Administration Application Approved</i>	Retain for 5 years after date on which FDA application or supplemental application is approved then destroy.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 50	<i>Bioavailability/Bioequivalence Samples – No Food and Drug Administration Application Approved</i>	Retain for 5 years after date of completion of related bioavailability study then destroy.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 51	<i>Device Trials</i>	Retain for 2 years after date investigation completed/terminated and 2 years after records are no longer required as supporting documentation for premarket approval application or a notice of completion of a product development protocol then destroy.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 51	<i>Trial Drug Management – Food and Drug Administration Application Approved</i>	Retain for 2 years after date marketing application is approved then destroy.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 52	<i>Trial Drug Management – No Food and Drug Administration Application Approved</i>	Retain for 2 years after investigation discontinued and Food and Drug Administration notified then destroy.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 52	<i>Investigators' Financial Interest</i>	Retain for 6 years after date of application approval then destroy.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 53	<i>In Vivo/In Vitro Tests</i>	Retain for 2 years after expiration date of the batch then destroy.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 53	<i>Subject Case Histories – Food and Drug Administration Application Filed</i>	Retain for 2 years after date marketing application is approved then destroy.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 54	<i>Subject Case Histories – No Food and Drug Administration Application Filed</i>	Retain for 2 years after investigation discontinued and the Food and Drug Administration notified then destroy.
Research Management	<i>Institutional Review Boards</i>	NEW DAN Rev. 0 p. 55	<i>Institutional Review Boards (IRBs) – General Board Records</i>	Retain for 3 years after date of document then transfer to Washington State Archives.



New Records Series

This table contains records series that are new to Version 4.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Research Management	<i>Institutional Review Boards</i>	NEW DAN Rev. 0 p. 55	<i>Institutional Review Boards – Principal Investigator Records</i>	Retain for 6 years after completion of research then destroy.
Research Management	<i>Institutional Review Boards</i>	NEW DAN Rev. 0 p. 56	<i>Institutional Review Boards (IRBs) – Research Conducted</i>	Retain for 3 years after completion/termination of research then destroy.
Vital Records Management	<i>Certification</i>	NEW DAN p. 57	<i>Certificate Request Logs</i>	Retain for 2 years after date of entry then destroy.
Legacy Records	<i>Birth/Death Certificates – Pre-1907</i>	NEW DAN Rev. 0 p. 59	<i>Birth/Death Certificates – Pre-1907</i>	Retain until no longer needed for agency business then transfer to Washington State Archives.



QUICK CHECK: Increased Retention Periods

This table contains records series whose minimum retention periods have increased – or may result in increases due to more well-defined cut-offs.

Current Minimum Retention			Version 4.0 Proposed Minimum Retention			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
HE55-01A-06 p. 5	<i>DSHS Billing Records</i>	3 years after audit or expiration of contract, whichever is longer.	HE55-01A-06 Rev. 1 p. 29	Health Care and Treatment: Client Billing	<i>Department of Social and Health Services Billing</i>	Retain for 6 years after expiration of Department of Social and Health Services contract then destroy.
HE55-01A-10 p. 6	<i>Licenses Issued Register</i>	Until expiration of last license listed.	HE55-01A-10 Rev. 1 p. 19	Environmental Health Management: Licensing and Permitting	<i>Licenses Issued Registers</i>	Retain for 6 years after expiration of last license listed then transfer to Washington State Archives for appraisal and selective retention.
HE55-01J-14 p. 15	<i>Permits and Approvals</i>	6 years.	HE55-01J-14 Rev. 1 p. 20	Environmental Health Management: Licensing and Permitting	<i>Permits and Approvals</i>	Retain for 6 years after expiration of permit/approval then destroy.
HE55-01K-02 p. 19	<i>Complaints Filed</i>	6 years.	HE55-01K-02 Rev. 1 p. 11	Environmental Health Management: Auditing and Inspection	<i>Environmental Health Complaints</i>	Retain for 6 years after final action then destroy.
HE55-02H-03 p. 25	<i>Water Reports</i>	5 years.	HE55-02H-03 Rev. 1 p. 24	Environmental Health Management: Testing and Analysis	<i>Public Water Systems – General</i>	Retain for 5 years after conclusion of analysis then destroy.
HE55-01C-14 p. 28	<i>Patient Eligibility Records</i>	3 years after audit.	HE55-01C-14 Rev. 1 p. 29	Health Care and Treatment: Client Billing	<i>Clint Billing and Financial Assistance</i>	Retain for 6 years after final account activity then destroy.



QUICK CHECK: Increased Retention Periods

This table contains records series whose minimum retention periods have increased – or may result in increases due to more well-defined cut-offs.

Current Minimum Retention			Version 4.0 Proposed Minimum Retention			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
HE55-01D-06 p. 33	Food Borne Illness Complaints and Investigations	6 years.	HE55-01D-06 Rev. 1 p. 18	Environmental Health Management: Licensing and Permitting	Food Borne Illness Complaints and Investigations	Retain for 6 years after matter settled then transfer to Washington State Archives.
HE55-01W-10 p. 40	Waiting Lists	3 years.	HE55-01W-10 Rev. 1 p. 42	Health Care and Treatment: Women, Infants, and Children (WIC) Program Operations	Waiting Lists	Retain for 4 years after date of last entry then destroy to be consistent with State WIC office retention guidelines for local clinics.
HE55-01F-04 p. 44	Burial/Cremation /Transit Permits – First Class City/County Health Districts	1 year. Potential archival value.	HE55-01F-04 Rev. 1 p. 17	Environmental Health Management: Licensing and Permitting	Burial/Cremation/Transit Permits	Retain for 1 year after expiration of permit then transfer to Washington State Archives for appraisal and selective retention.
HE55-01F-09 p. 46	Inter and Disinter Permits	6 years. Potential archival value.	HE55-01F-09 Rev. 1 p. 19	Environmental Health Management: Licensing and Permitting	Inter and Disinter Permits	Retain for 6 years after expiration of permit then transfer to Washington State Archives for appraisal and selective retention.



QUICK CHECK: Decreased Retention Periods

This table contains records series whose minimum retention periods have decreased.

Current Minimum Retention			Version 4.0 Proposed Minimum Retention			
DAN	Title	Retention	DAN	Function: Activity	Title	Retention
HE55-01J-02 p. 13	<i>Closed Solid Waste Landfill Files</i>	Permanent. Potential archival value.	HE55-01J-02 Rev. 1 p. 21	Environmental Health Management: Licensing and Permitting	<i>Solid Waste – Closed Landfills</i>	Retain for 50 years after site closure then transfer to Washington State Archives.
HE55-01J-13 p. 15	<i>Permit and Approval Summaries</i>	Permanent.	HE55-01J-13 Rev. 1 p. 20	Environmental Health Management: Licensing and Permitting	<i>Permit and Approval Summaries</i>	Retain for 6 years after expiration/termination of permit or approval then transfer to Washington State Archives for appraisal and selective retention.
HE55-01J-18 p. 16	<i>Septic System Approvals and Permits</i>	Permanent.	HE55-01J-18 Rev. 1 p. 19	Environmental Health Management: Licensing and Permitting	<i>On-Site Sewage Systems – Permits</i>	Retain until notification that system has been decommissioned then transfer to Washington State Archives.
HE55-01J-21 p. 17	<i>Sewage Treatment Site Inspections</i>	Permanent	HE55-01J-21 Rev. 1 p. 14	Environmental Health Management: Auditing and Inspection	<i>Sewage Treatment Site Inspections</i>	Retain for 50 years after closure of sewage treatment site then transfer to Washington State Archives for appraisal and selective retention.



QUICK CHECK: Decreased Retention Periods

This table contains records series whose minimum retention periods have decreased.

Current Minimum Retention			Version 4.0 Proposed Minimum Retention			
HE55-01J-24 p. 17	Solid Waste Transfer Station Files	Permanent.	HE55-01J-24 Rev. 1 p. 15	Environmental Health Management: Auditing and Inspection	Solid Waste – Facility Inspections	Retain for the life of the facility then transfer to Washington State Archives for appraisal and selective retention.
HE55-01J-26 p. 18	Water Well Logs	6 years.	HE55-01J-26 Rev. 1 p. 16	Environmental Health Management: Auditing and Inspection	Water Well Reports	Retain until no longer needed for agency business then destroy.
HE55-01M-02 p. 22	Chemical Site Inspections	Permanent. Potential archival value.	HE55-01M-02 Rev. 1 p. 13	Environmental Health Management: Auditing and Inspection	Hazardous Waste – Chemical Site Inspections	Retain until no longer needed for agency business then transfer to Washington State Archives for appraisal and selective retention.
HE55-01M-04 p. 22	Waste Permits	Permanent.	HE55-01M-04 Rev. 1 p. 15	Environmental Health Management: Auditing and Inspection	Solid Waste – Characterization and Disposal (Hazardous Waste)	Retain for 50 years after advice provided then destroy.
HE55-01F-01 p. 43	Affidavit of Correction Authorization	Permanent – may be attached to the original certificate copy. DOH retains official copy.	HE55-01F-01 Rev. 1 p. 57	Vital Records Management: Certification	Birth/Death Certificate Affidavits of Correction	Retain for 1 year after transmitted to Department of Health then destroy.
HE55-01F-03 p. 44	Birth Certificates	Permanent copy not filed electronically with the Department of health. Potential archival value.	HE55-01F-03 Rev. 1 p. 57	Vital Records Management: Certification	Birth/Death Certificates – 1907 and Later	Retain until no longer needed for agency business then transfer to Washington State Archives.



QUICK CHECK: Decreased Retention Periods

This table contains records series whose minimum retention periods have decreased.

Current Minimum Retention			Version 4.0 Proposed Minimum Retention			
HE55-01F-06 p. 45	<i>Death Certificates</i>	Permanent. Potential archival value.	HE55-01F-03 Rev. 1 p. 57	Vital Records Management: Certification	<i>Birth/Death Certificates – 1907 and Later</i>	Retain until no longer needed for agency business then transfer to Washington State Archives.
HE55-01F-08 p. 46	<i>Indexes to Vital Statistics Certificates</i>	Permanent. Potential archival value.	HE55-01F-08 Rev. 1 p. 58	Vital Records Management: Certification	<i>Indexes to Vital Records</i>	Retain until the archival records are transferred to Washington State Archives then transfer to Washington State Archives.



This schedule applies to: Public Hospital Districts

Scope of records retention schedule

This records retention schedule covers the public records of **public hospital districts** relating to the functions of agency management, asset and infrastructure management, financial management, health care and treatment, laboratory and pathology management, patient/client account management, pharmacy, and research. It is to be used in conjunction with the other approved schedules that relate to the functions of the agency.

All current approved records retention schedules can be accessed online at: <http://www.sos.wa.gov/archives/RecordsRetentionSchedules.aspx>.

Disposition of public records

Public records covered by records series within this records retention schedule must be retained for the minimum retention period as specified in this schedule. Washington State Archives strongly recommends the disposition of public records at the end of their minimum retention period for the efficient and effective management of local resources.

Public records designated as ARCHIVAL (Permanent Retention) must not be destroyed. Records designated as ARCHIVAL (Appraisal Required) must be appraised by the Washington State Archives before disposition. Public records must not be destroyed if they are subject to ongoing or reasonably anticipated litigation and must be managed in accordance with the agency's policies and procedures for legal holds. Public records must not be destroyed if they are subject to an existing public records request in accordance with Chapter 42.56 RCW and must be managed in accordance with the agency's policies and procedures for public records requests.

Revocation of previously issued records retention schedules

All previously approved disposition authorities for records that are covered by this retention schedule are revoked, including those listed in all general and agency unique retention schedules. Local government agencies should take measures to ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

Authority

This records retention schedule was approved by the **Local Records Committee** in accordance with RCW 40.14.070 on December xx, 2010.

Signature on File

For the Attorney General: Cindy Evans

Signature on File

For the State Auditor: Mark Rapozo

Signature on File

The State Archivist: Jerry Handfield



DRAFT

REVISION HISTORY

Version	Date of Approval	Extent of Revision
1.0	1980s	Initial version.
2.0	1999	Major revision.
3.0	2001	Major revision and update.
4.0	March 26, 2009	Records series common to all local government agencies now appear in the new <i>Local Government Common Records Retention Schedule (CORE)</i> and have been removed from this schedule. All Disposition Authority Numbers (DANs) in the <i>Public Hospital Districts Records Retention Schedule</i> now begin with the prefix "HO"; there have been no changes to titles, descriptions, retention periods, or archival designations.
5.0	January 27, 2011	Revision of entire schedule, including series titles, descriptions, retention periods, and archival designations. Entire schedule has been reorganized and restructured. The "Secondary Copy" and "Remarks" columns have been removed and the entire schedule has been reformatted. Records series common to all local government agencies and covered by the <i>Local Government Common Records Retention Schedule (CORE)</i> have been removed.



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1. AGENCY MANAGEMENT

The function relating to the overarching management of the local government agency and its general administration, where not covered by *CORE*. Also includes managing the agency's interaction with its community, and legal matters.

See *CORE*'s **AGENCY MANAGEMENT** function for additional records series relating to general agency administration.

1.1 COMMUNITY RELATIONS

The activity of the local government agency interacting with its community.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
1.1.1	<p>Patient Relations</p> <p>Records relating to the agency's interactions with patients or their representatives, such as inquiries, complaints, and grievances.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Inquiries/complaints/grievances received;• Documentation of agency response(s). <p>Excludes HIPAA-related complaints covered by NEW DAN.</p>	HO55-03V-04 Rev. 1	Retain for 8 years after inquiry/complaint/grievance <i>then</i> Destroy .	NON-ARCHIVAL NON-ESSENTIAL OFM



2. ASSET MANAGEMENT

The function of managing hospital and affiliated entities' physical assets and infrastructure including buildings and facilities, equipment, and environmental exposure, where not covered by *CORE*.

See *CORE*'s **ASSET MANAGEMENT** function for additional records series relating to disposal, hazardous waste/environmental management, inventory, leasing/usage, and maintenance.

2.1 DISPOSAL

The activity of disposing of the local government agency's assets through sale or otherwise, where not covered by the Local Government Common Records Retention Schedule (*CORE*).

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.1.1	Radioactive Material – Disposal Records relating to the disposal of byproduct or radiopharmaceutical material, including burials in soil. <i>Note: WAC 246-221-230(8)(a) requires the retention of records relating to disposal of radioactive material until termination of pertinent license or registration.</i>	HO55-03L-07 Rev. 1	Retain until termination of last pertinent license or registration <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
2.1.2	Decay In Storage Records relating to the disposal of radioactive materials due to decay in storage pursuant to WAC 246-240-128. <i>Note: WAC 246-240-584 requires the retention of records relating to the disposal of decay-in-storage radioactive material for 3 years.</i>	NEW DAN Rev. 0	Retain for 3 years after date of final disposal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
2.1.3	Decay – Strontium-90 Records documenting the activity of strontium-90 sources, used to determine treatment times for ophthalmic treatments, pursuant to WAC 246-240-272. <i>Note: WAC 246-240-602 requires the retention of records relating to the activity of strontium-90 sources used for ophthalmic treatments for the life of the source.</i>	NEW DAN Rev. 0	Retain for the life of the source <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2.2 INVENTORY

The activity of detailing or itemizing goods, materials and resources on a periodic basis.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.2.1	Mechanical Floor Stock Devices – Drug Removal Records relating to the removal of drugs from mechanical floor stock devices in accordance with WAC 246-869-120(6).	HO55-030-14 Rev. 1	Retain for 2 years after date of drug removal <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
2.2.2	Radiation Source Inventories Records relating to semiannual physical inventories of sealed sources and brachytherapy sources pursuant to WAC 246-240-572. <i>Note: WAC 246-240-572 requires the retention of records relating to physical inventories of sealed sources and brachytherapy sources for 3 years.</i>	NEW DAN Rev. 0	Retain for 3 years after date of inventory <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
2.2.3	Radioactive Material – Acquisition/Transfer Records relating to the acquisition or transfer of byproduct and/or radiopharmaceutical material. <i>Note: 10 CFR 30.51(a)(1) and (2) require the retention of records relating to the receipt or transfer of byproduct material for 3 years following transfer or disposal of the material.</i>	HO55-03L-08 Rev. 1	Retain for 3 years after disposal/transfer <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2.3 LEASING/USAGE

The activity of acquiring or granting temporary authority to use goods, materials, or resources.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.3.1	<p><i>In-Home Equipment</i></p> <p>Records relating to the provision and maintenance of hospital-owned equipment used in patient residences, including radioactive materials and surveys of associated equipment (mobile medical services).</p> <p><i>Note: WAC 246-240-581 requires the retention of letters permitting the use of radioactive material at a client's address, and surveys of associated equipment, for 3 years after the last provision of service.</i></p>	HO55-03X-01 Rev. 1	Retain for 8 years after equipment has been removed from patient residence <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2.4 MAINTENANCE

The activity of managing the use and maintenance of agency facilities and equipment.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.4.1	Calibration – Brachytherapy Sources Records relating to the calibration of brachytherapy sources before medical use pursuant to WAC 246-240-269. <i>Note: WAC 246-240-599 requires the retention of records relating to the calibration of brachytherapy sources before medical use for 3 years.</i>	NEW DAN Rev. 0	Retain for 3 years after last use of source <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
2.4.2	Calibration – Dosimetry Equipment Records relating to the calibration, intercomparison, and comparisons of dosimetry equipment performed in accordance with WAC 246-240-366. <i>Note: WAC 246-240-611 requires the retention of records relating to the calibration, intercomparison, and comparisons of dosimetry equipment for the duration of the authorized user's license.</i>	NEW DAN Rev. 0	Retain for the duration of authorized user's license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
2.4.3	Calibration Expert Evaluations Records relating to the evaluation of calibration experts by teletherapy licensees on behalf of the hospital.	HO55-03L-66 Rev. 1	Retain for 5 years after expert's performance of last full calibration <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
2.4.4	Calibration Instructions – Image Receptors Records relating to calibration instructions for image receptor equipment.	HO55-03L-19 Rev. 1	Retain until disposition of image receptor <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



2.4 MAINTENANCE

The activity of managing the use and maintenance of agency facilities and equipment.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.4.5	<p><i>Equipment Calibration and Testing</i></p> <p>Records relating to the calibration and/or testing of instruments and equipment used for the survey or administration of byproduct material <i>where not covered by a more specific records series.</i></p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Calibration of instruments used for quantitative radiation measurements in accordance with WAC 246-221-110(2);• Calibration of survey instruments in accordance with WAC 246-240-104;• Calibration of teletherapy units, remote afterloader units, and gamma stereotactic units in accordance with WAC 246-240-369;• Calibration of instruments used to measure the activity of unsealed radioactive material in accordance with WAC 246-240-101;• Records relating to testing of high radiation entry control devices in accordance with WAC 246-221-106(3). <p><i>Note: WAC 246-240-566 requires the retention of survey instrument calibration records for 3 years.</i></p> <p><i>Note: WAC 246-240-614 requires the retention of teletherapy unit, remote afterloader unit, and gamma stereotactic radiosurgery unit full calibrations for 3 years.</i></p> <p><i>Note: WAC 246-240-563 requires the retention of records of each calibration of instruments used to measure the activity of unsealed radioactive material for 3 years.</i></p>	HO55-03L-20 Rev. 1	Retain for 3 years after date of calibration/test <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2.4 MAINTENANCE

The activity of managing the use and maintenance of agency facilities and equipment.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.4.6	Equipment Sterilization/Infection Control Records relating to the testing of facilities or equipment for infectious substances, and/or the sterilization of equipment or materials for medical use. Excludes sterilizer spore tests covered by DAN NEW DAN.	HO55-03C-01 Rev. 1	Retain for 8 years after date of sterilization <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
2.4.7	Instructions - Manufacturer Instructions supplied by manufacturers and kept by the licensee of any sealed source or brachytherapy source in accordance with 10 CFR 35.67(a).	NEW DAN Rev. 0	Retain for duration of source use <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
2.4.8	Instructions/Procedures – Radiation Protection Written procedures, safety instructions, and/or operating procedures for remote afterloader units, teletherapy units, and/or gamma stereotactic radiosurgery units as described in WACs 246-240-360(1)(d) and 246-240-360(4)(b). <i>Note: WAC 246-240-608 requires the retention of written procedures, safety instructions, and operating procedures for remote afterloader units, teletherapy units, and gamma stereotactic radiosurgery units until disposition of the unit.</i>	NEW DAN Rev. 0	Retain for 3 years after disposition of equipment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
2.4.9	Radiation Machine Registrations Records relating to the registration of radiation machines with the Department of health in accordance with Chapter 246-224 WAC.	HO55-03L-46 Rev. 1	Retain for 6 years after termination of registration <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



2.4 MAINTENANCE

The activity of managing the use and maintenance of agency facilities and equipment.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.4.10	Sterilizer Spore Tests Records relating to spore tests performed on sterilization equipment in accordance with WAC 246-145-030(11)(d). <i>Note: WAC 246-145-030(11)(d) requires the retention of records relating to sterilizer testing for at least 3 years.</i>	NEW DAN Rev. 0	Retain for 3 years after date of test <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
2.4.11	Surveys – Treatment Equipment Records relating to radiation surveys of treatment equipment in accordance with WAC 246-240-390. <i>Note: WAC 246-240-629 requires the retention of records relating to radiation surveys of treatment units for the duration of use of the unit.</i>	NEW DAN Rev. 0	Retain for the duration of the use of the treatment unit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
2.4.12	Teletherapy Calibration Calculations Records relating to calibration inter-comparisons and comparisons of dosimetry equipment for teletherapy.	HO55-03L-64 Rev. 1	Retain until termination of equipment license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
2.4.13	Teletherapy Five-Year/Source Replacement Inspections Records relating to five-year inspections or servicing of teletherapy and gamma stereotactic radiosurgery units in accordance with WAC 246-240-393. <i>Note: WAC 246-240-632 requires the retention of records relating to five-year inspections for teletherapy and gamma stereotactic radiosurgery units for the duration of use of the unit.</i>	HO55-03L-69 Rev. 1	Retain for the duration of the use of the unit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2.4 MAINTENANCE

The activity of managing the use and maintenance of agency facilities and equipment.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.4.14	Teletherapy Source Installation Surveys Records relating to radiation surveys of teletherapy sources prior to medical use and/or after each installation of a teletherapy source in accordance with 10 CFR 35.641. <i>Note: 10 CFR 35.641(c) requires the retention of records relating to teletherapy source installation radiation measurements for the duration of the license.</i>	HO55-03L-68 Rev. 1	Retain until termination of equipment license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
2.4.15	X-Ray/Electron Therapy Spot Checks Records relating to spot check measurements of x-ray and electron therapy systems pursuant to WAC 246-225-130. <i>Note: WAC 246-225-130(2)(u)(iii)(H) requires the retention of records relating to spot checks of x-ray and electron therapy spot checks for one year or for twice as long as the spot check cycle, whichever is greater.</i>	NEW DAN Rev. 0	Retain for 1 year after completion of spot check <i>and</i> for twice as long as spot check cycle <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



2.5 PURCHASING/ACQUISITION

The activity of acquiring assets through purchase or donation. Includes records documenting ownership of assets.

*See CORE's **ASSET MANAGEMENT – Purchasing/Acquisition** activity for records series relating to the purchasing/acquisition of agency assets.*

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
2.5.1	<p>Acceptance Testing</p> <p>Records relating to purchase specifications and acceptance testing of diagnostic radiology equipment pursuant to 21 CFR 1000.55.</p> <p><i>Note: 21 CFR 1000.55(c)(2) requires the retention of purchase specifications and records of acceptance testing throughout the life of the equipment.</i></p>	HO55-03L-10 Rev. 1	Retain until disposition of equipment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3. HEALTH CARE AND TREATMENT

The function relating to the assessment, diagnosis, and treatment of patients.

See CORE's **HUMAN RESOURCE MANAGEMENT – Occupational Health and Safety** activity for additional records relating to employee/occupational health.

See CORE's **FINANCIAL MANAGEMENT** function for additional records financial records.

3.1 DIAGNOSTIC AND MEDICAL IMAGING

The activity of imaging the human body for clinical assessment and/or diagnosis.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.1	<p>Diagnostic Images – Age 18 and Older</p> <p>Records relating to tests, assessments, or examinations performed on patients age 18 or older in the effort to diagnose illness or disease, which may take the form of graphs, images, tracings, observations, test results, video, or other records produced by diagnostic equipment.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Echocardiographs and electroencephalograms;• Evoked potential tests;• Fetal monitoring strips;• Hematology and cytology reports;• Nuclear images;• X-rays and roentgenograms. <p>Excludes graphs/tracings/images that are part of the patient medical record covered by HO55-03I-07 or NEW DAN.</p> <p>Excludes mammograms covered by DAN NEW DAN.</p> <p>Excludes physician's interpretive reports covered by DAN NEW DAN or DAN NEW DAN.</p>	HO55-03S-01 Rev. 1	Retain for 10 years after date of test or assessment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 DIAGNOSTIC AND MEDICAL IMAGING

The activity of imaging the human body for clinical assessment and/or diagnosis.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.2	<p><i>Diagnostic Images – Under Age 18</i></p> <p>Records relating to tests, assessments, or examinations performed on patients under age 18 in the effort to diagnose illness or disease, which may take the form of graphs, images, tracings, observations, test results, video, or other records produced by diagnostic equipment.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Echocardiographs and electroencephalograms;• Evoked potential tests;• Fetal monitoring strips;• Hematology and cytology reports;• Nuclear images;• X-rays and roentgenograms. <p>Excludes graphs/tracings/images that are part of the patient medical record covered by HO55-03I-07 or NEW DAN.</p> <p>Excludes mammograms covered by DAN NEW DAN.</p> <p>Excludes physician's interpretive reports covered by DAN NEW DAN or DAN NEW DAN.</p>	NEW DAN Rev. 0	Retain for 8 years after patient attains age 18 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.1 DIAGNOSTIC AND MEDICAL IMAGING

The activity of imaging the human body for clinical assessment and/or diagnosis.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.1.3	<p>Mammography Films</p> <p>Patient mammography films created by the agency.</p> <p>Excludes patient medical records covered by HO55-03I-07, NEW DAN (under age 18), or NEW DAN (disclosure authorized)..</p> <p><i>Note: The Mammography Quality Standards Act (MQSA) Title 42, Chapter 6A, Subchapter II, Part F, subpart 3 (f)(G)(i)(I) requires the retention of mammograms for not less than 5 years, or not less than 10 years if no subsequent mammograms of such patient are performed at the facility.</i></p>	NEW DAN Rev. 0	Retain for 5 years after date of mammogram <i>and</i> 10 years after patient's last mammogram performed at the facility <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
3.1.4	<p>Radiologic Reports</p> <p>Records relating to reports and printouts created by radiologists in the course of examining and assessing radiological images.</p> <p><i>Note: 42 CFR 482.26(d)(2) requires the retention of radiologic reports and printouts for 5 years.</i></p>	NEW DAN Rev. 0	Retain for 5 years after date of report/printout <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.2 LONG TERM CARE/NURSING FACILITY MANAGEMENT

The activity of managing nursing home programs and facilities.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.2.1	Drug Logs - Therapeutic Leave Logs documenting the provision of prescription drugs to residents for consumption during leave away from the long-term care/nursing facility pursuant to WAC 246-865-070(4).	NEW DAN Rev. 0	Retain for 8 years after date of last entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.2.2	Emergency Kit Drugs Records relating to the receipt and removal of drugs in emergency kits maintained by long term care/nursing facilities in accordance with WAC 246-865-030(4).	HO55-03R-04 Rev. 1	Retain for 6 years after date of receipt/removal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.2.3	Long Term Care/Nursing Home Patient Records – Age 18 and Over Records created by nursing home facilities on a per-patient basis which document services provided to patients age 18 and over. Excludes patient medical records for which a disclosure authorization has been made in the final year of retention, covered by DAN NEW DAN. <i>Note: RCW 18.51.300 requires nursing homes to retain all records relating directly to the care and treatment of adults for no fewer than eight years following most recent discharge.</i>	NEW DAN Rev. 0	Retain for 8 years after last discharge <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM



3.2 LONG TERM CARE/NURSING FACILITY MANAGEMENT

The activity of managing nursing home programs and facilities.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.2.4	Long Term Care/Nursing Home- Patient Records – Under Age 18 Records created by long-term care facilities on a per-patient basis which document services provided to patients under age 18. Excludes patient medical records for which a disclosure authorization has been made in the final year of retention, covered by DAN NEW DAN. <i>Note: RCW 18.51.300 requires nursing homes to retain all records relating directly to the care and treatment of minors for no fewer than three years following attainment of age of eighteen years, or ten years following such discharge, whichever is longer.</i>	NEW DAN Rev. 0	Retain for 10 years after last discharge <i>and</i> 3 years after patient attains age 18 <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
3.2.5	Persons Seeking Admission Records relating to individuals on waiting lists for admission to the long-term care/nursing facility in accordance with WAC 388-97-0040(6), but who have not yet been admitted.	HO55-03R-06 Rev. 1	Retain for 1 year after date of last activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
3.2.6	Resident Administration Records documenting summary patient information pertinent to the administration of long-term care/nursing services, such as information relating to resident identification, family contacts, and financial details (i.e. “face sheets”).	NEW DAN Rev. 0	Retain for 1 year after death/discharge of resident <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.2.7	Resident Censuses Records documenting census information and statistics about long-term care/nursing residents.	NEW DAN Rev. 0	Retain until no longer needed for agency business <i>then</i> Arrange for appraisal by Washington State Archives.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM



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3.2 LONG TERM CARE/NURSING FACILITY MANAGEMENT

The activity of managing nursing home programs and facilities.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.2.8	Resident In/Out Logs Logs documenting residents signed in or out as they physically enter or leave the long-term care/nursing facility.	NEW DAN Rev. 0	Retain for 3 years after last entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.3 PATIENT ADMINISTRATION

The activity of administering health care and treatment services provided for patients.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.3.1	Master Patient Index Records documenting patient identification, registration, medical, and billing information for each individual registered at the hospital. <i>Note: The American Health Information Management Association (AHIMA) recommends the permanent retention of the master patient index.</i>	HO55-03B-02 Rev. 1	Retain until destruction of pertinent medical record <i>then</i> Transfer to Washington State Archives for appraisal and selective retention..	ARCHIVAL (Appraisal Required) ESSENTIAL OPR
3.3.2	Maternity Registers Registers of maternity cases at the hospital.	HO55-03I-02 Rev. 1	Retain for 3 years after date of entry <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM
3.3.3	Operative Indexes Logs of surgical operations performed by the hospital and pertinent staff, equipment, or facility information. <i>Note: The American Health Information Management Association (AHIMA) recommends the retention of operatives indexes for 10 years.</i>	HO55-03M-01 Rev. 1	Retain for 10 years after date of entry <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OFM
3.3.4	Patient Property Records documenting property recovered from patients who are admitted into the hospital.	HO55-03B-03 Rev. 1	Retain for 3 years after patient discharge <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3.3 PATIENT ADMINISTRATION

The activity of administering health care and treatment services provided for patients.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.3.5	<i>Operative Scheduling/Assignments</i> Records relating to the scheduling and assignment of staff, equipment, or other medical resources for pre-operative, operative, or post-operative procedures performed by the hospital and/or its ancillary departments (e.g. perioperative services). Includes, but is not limited to: <ul style="list-style-type: none">• Anesthesia/activity logs;• Equipment schedules;• Medical, nursing, anesthesia, and support staff schedules;• Perfusion records.	NEW DAN Rev. 0	Retain for 8 years after date of operation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.3.6	<i>Referrals – To the Agency</i> Pre-admission records relating to patients referred to the agency by outside providers.	NEW DAN Rev. 0	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.3.7	<i>Referrals – Outside of the Agency</i> Records relating to agency referrals of patients to non-agency providers.	NEW DAN Rev. 0	Retain for 2 years after date of receipt <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3.4 PATIENT BILLING

The activity of billing patients for services provided by the hospital or its ancillary departments.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.4.1	<i>Clinical Resource Management/Utilization Review</i> Records relating to comparisons of medical resource requests to treatment guidelines, and resultant determinations of medical necessity.	HO55-03Q-04 Rev. 1	Retain for 8 years after completion of utilization review <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.4.2	<i>Cost/Fee Sheets</i> Records documenting services or procedures provided to patients, and necessary coding or billing information associated with services provided.	NEW DAN Rev. 0	Retain for 6 years after date service provided <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
3.4.3	<i>Patient Billing and Financial Assistance</i> Records relating to the billing of insurance and third party payers for the provision of medical services. Includes, but is not limited to: <ul style="list-style-type: none">• Applications for financial assistance (Medicaid/Medicare eligibility, Hill-Burton eligibility, etc.)• Medicaid/Medicare billing and reimbursements;• Patient refunds.	NEW DAN Rev. 0	Retain for 6 years after final account activity <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.4 PATIENT BILLING

The activity of billing patients for services provided by the hospital or its ancillary departments.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.4.4	<p>Uncompensated Care - Compliance</p> <p>Records documenting agency compliance with uncompensated care requirements of 42 CFR Part 124.510(b)</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">Any documents from which the information required to be reported to Health and Human Services once every three fiscal years was obtained (see 24 CFR 124.510(a)(i));Accounts which clearly segregate uncompensated services from other accounts;Copies of written determinations of eligibility under 42 CFR Part 124.507.	NEW DAN Rev. 0	Retain for 3 years after report submitted to Health and Human Services <i>or</i> 180 days after close of Health and Human Services investigation, whichever is longer <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3.5 PATIENT MEDICAL RECORDS

The activity of managing documentation relating to the assessment and treatment of patients.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.5.1	<p>Counseling</p> <p>Records relating to the provision of mental health counseling and services on a per-patient basis by a licensed mental health counselor.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Counseling notes and summaries;• Prescriptions. <p>Excludes patient medical records for which a disclosure authorization has been made in the final year of retention, covered by DAN NEW DAN.</p> <p><i>Note: WAC 246-809-035(4) requires the retention of all records relating to counseling services billed to a third-party payer for 5 years following the patient's last visit.</i></p>	NEW DAN Rev. 0	Retain for 5 years after patient's last visit <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OFM
3.5.2	<p>Interpretation Requests</p> <p>Records relating to requests received by the hospital to provide language interpretation during medical visits and/or consultations.</p>	HO55-03L-25 Rev. 1	Retain until added to patient's medical record.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.5.3	<p>Organ Transplants</p> <p>Records relating to the transplantation of organs, including records relating to potential donors, organs retrieved/received, transplant recipients, and other transplant-related matters.</p> <p>Excludes patient medical records covered by HO55-03I-07 or NEW DAN.</p> <p><i>Note: 42 CFR 121.11(a)(2) requires the retention of records relating to organ transplants for 7 years.</i></p>	NEW DAN Rev. 0	Retain for 7 years after date of transplant procedure <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



3.5 PATIENT MEDICAL RECORDS

The activity of managing documentation relating to the assessment and treatment of patients.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.5.4	<p>Patient Medical Records – Age 18 and Over</p> <p>Records created by the hospital or its ancillary departments on a per-patient basis to document health care services provided to patients age 18 and over.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Diagnostic, medical, and/or imaging reports or interpretations;• Medication administration records;• Patient treatment history;• Psychology and psychiatric notes and summaries, and psychotherapy notes. <p>Excludes patient medical records for which a disclosure authorization has been made in the final year of retention, covered by DAN NEW DAN.</p>	HO55-03I-07 Rev. 1	Retain for 10 years after last provision of health-related services <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
3.5.5	<p>Patient Medical Records – Under Age 18</p> <p>Records created by the hospital or its ancillary departments on a per-patient basis to document health care services provided to patients under age 18.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Diagnostic, medical, and/or imaging reports or interpretations;• Medication administration records;• Patient treatment history;• Psychology and psychiatric notes and summaries, and psychotherapy notes. <p>Excludes patient medical records for which a disclosure authorization has been made in the final year of retention, covered by DAN NEW DAN.</p>	NEW DAN Rev. 0	Retain for 10 years after last provision of health-related services <i>and</i> 3 years after patient attains age 18 <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



3.5 PATIENT MEDICAL RECORDS

The activity of managing documentation relating to the assessment and treatment of patients.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.5.6	<p>Patient Medical Records – Disclosure Authorized</p> <p>Patient medical records for which a disclosure has been authorized in accordance with RCW 70.02.040.</p> <p><i>Note: RCW 70.02.160 requires the retention of existing health care information for at least one year following receipt of an authorization to disclose that health care information.</i></p>	NEW DAN Rev. 0	Retain for 1 year after receipt of authorization to disclose <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



3.6 RADIATION PROTECTION PROGRAM

The activity relating to compliance with laws and regulations governing the receipt, preparation, use, or storage of radioactive material in hospital facilities.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.6.1	<p>Brachytherapy Source Accountability</p> <p>Records documenting information pertinent to licensees' accountability for brachytherapy sources in storage, transport, or use pursuant to WAC 246-240-260.</p> <p>Includes, but is not limited to documentation of:</p> <ul style="list-style-type: none">• Number and activity of sources removed from storage, time and date removed from storage, name(s) of individuals removing them from storage, and location(s) of use;• Number and activity of sources not implanted or returned to storage, time and date they were returned to storage, and name(s) of individuals who returned them to storage;• Number and activity of sources permanently implanted in the patient or human research subject. <p><i>Note: WAC 246-240-596 requires the retention of records documenting licensees' accountability for brachytherapy sources for 3 years after disposal of the source.</i></p>	NEW DAN Rev. 0	Retain for 3 years after disposal of brachytherapy source <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.6.2	<p>Byproduct Misadministration</p> <p>Records relating to the misadministration of byproduct material or radiation from byproduct material.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Doses that differ from the prescribed dose by twenty percent or more;• Doses that exceed dose equivalents;• Doses to skin, an organ, or tissue other than the treatment site.	HO55-03L-58 Rev. 1	Retain for 8 years after date of event <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.6 RADIATION PROTECTION PROGRAM

The activity relating to compliance with laws and regulations governing the receipt, preparation, use, or storage of radioactive material in hospital facilities.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.6.3	<p>Occupational and Public Dose/Exposure – Reports</p> <p>Records relating to activities, program reviews, measurements, and calculations which may be necessary to determine the extent of occupational and/or public exposure from sources of radiation as required in WAC 246-221-230.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">Records on Department of Health Form RHF-5 or RHF-5A, or equivalent, of doses received by all individuals for whom monitoring is required pursuant to WAC 246-221-090 and/or 246-221-100;Records of doses received during planned special exposures, accidents, and/or emergency conditions;Specific information used to calculate the committed effective dose equivalent pursuant to WAC 246-221-040(3);Results of surveys to determine the dose from external sources of radiation used in the absence of, or in combination with, individual monitoring data, in the assessment of individual dose equivalents;Results of measurements and calculations used to determine individual intakes of radioactive material used in the assessment of internal dose;Records showing results of air sampling, surveys, and bioassays required pursuant to WAC 246-221-117;Results of measurements and calculations used to evaluate the release of radioactive effluents to the environment.	HO55-03L-39 Rev. 1	Retain for 30 years after termination of last pertinent license or registration <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.6 RADIATION PROTECTION PROGRAM

The activity relating to compliance with laws and regulations governing the receipt, preparation, use, or storage of radioactive material in hospital facilities.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.6.4	Occupational and Public Dose/Exposure – Working Files Records used to prepare Department of Health Form RHF-4 and/or RHF-4A, or equivalent as required in WAC 246-221-230(9)(b). <i>Note: WAC 246-221-230(9) requires the retention of public dose/exposure working files for three years after date of document.</i>	HO55-03L-37 Rev. 1	Retain for 3 years after completion of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.6.5	Patient Releases – Radiation Records relating to the release of individuals containing unsealed radioactive material or implants containing radioactive material as in accordance with WAC 246-240-122. <i>Note: WAC 246-240-578 requires the retention of records relating to the release of individuals containing unsealed radioactive material or implants for 3 years.</i>	NEW DAN Rev. 0	Retain for 3 years after patient release <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.6.6	Program Approvals/Changes Records relating to management approvals of radiation program licensing, workers, or program changes in accordance with WAC 246-240-551 or WAC 246-240-554.	NEW DAN Rev. 0	Retain for 5 years after date of document/approval <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.6.7	Public Dose Limit Compliance Records documenting compliance with public dose limits for individuals as required by WAC 246-221-060(4). <i>Note: WAC 246-221-230(8)(b) requires the retention of records documenting compliance with public dose limits for individuals until termination of last pertinent license or registration.</i>	HO55-03L-42 Rev. 1	Retain until termination of last pertinent license or registration <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.6 RADIATION PROTECTION PROGRAM

The activity relating to compliance with laws and regulations governing the receipt, preparation, use, or storage of radioactive material in hospital facilities.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.6.8	Radiation Doses Records relating to the administration of radiation doses for which written directives are required.	HO55-03L-43 Rev. 1	Retain for 3 years after administration of dose <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.6.9	Radiopharmaceutical Assays Records relating to assays of radiopharmaceuticals.	HO55-03L-56 Rev. 1	Retain for 2 years after date of assay <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
3.6.10	Source Surveys and Tests Records relating to the survey and/or testing of byproduct sources or byproduct source doses. Includes, but is not limited to: <ul style="list-style-type: none">• Surveys of implanted brachytherapy sources in accordance with 10 CFR 35.406(d);• Byproduct dose activity measurements performed in accordance with WAC 246-240-107;• Leak test records of sealed or brachytherapy sources performed in accordance with WAC 246-240-113(1);• Radiopharmaceutical concentration testing of molybdenum-99, strontium-82, and/or strontium-85 in accordance with WAC 246-240-160.	HO55-03L-03 Rev. 1	Retain for 3 years after date of survey/measurement <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



3.6 RADIATION PROTECTION PROGRAM

The activity relating to compliance with laws and regulations governing the receipt, preparation, use, or storage of radioactive material in hospital facilities.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.6.11	<p>Surveys - General</p> <p>Records relating to radiation surveys performed to evaluate the radiological conditions and potential hazards incident to the production, use, release, disposal, or presence of radiation sources.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Ambient radiation exposure surveys performed in accordance with WAC 246-240-119;• General surveys as required by WAC 246-221-110 and/or 246-220-040;• Hot lab surveys;• Mobile medical services surveys performed in accordance with WAC 246-240-125(1)(b) and/or 246-240-125(1)(d);• Mobile nuclear medicine surveys;• Package surveys as required in WAC 246-221-160;• Surveys of patients, human research subjects, and/or remote afterloader units in accordance with WAC 246-240-354 prior to patient release to confirm that the radiation source(s) has been removed from the patient or subject and returned to the safe shielded position;• Working reception surveys.	HO55-03L-30 Rev. 1	Retain for 3 years after date of survey <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



3.6 RADIATION PROTECTION PROGRAM

The activity relating to compliance with laws and regulations governing the receipt, preparation, use, or storage of radioactive material in hospital facilities.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
3.6.12	Written Directives – Authorizations Written directives from authorized users for the administration of certain radioactive material as required by WAC 246-240-060. <i>Note: WAC 246-240-557 requires the retention of written directives for the administration of radioactive material for 3 years.</i>	NEW DAN Rev. 0	Retain for 3 years after date of directive <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.6.13	Written Directives - Doses Records relating to the administration of radiation doses for which written directives are required.	NEW DAN Rev. 0	Retain for 3 years after administration of dose <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
3.6.14	Written Directives – Procedures Procedures for any administration of radioactive material requiring a written directive pursuant to WAC 246-240-063. <i>Note: WAC 246-240-560 requires the retention of procedures for any administration of radioactive material requiring a written directive for the duration of the authorized user's license.</i>	NEW DAN Rev. 0	Retain for the duration of the authorized user's license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4. HOSPITAL SUPPORT SERVICES

The function of providing services which support the primary mission of the public hospital.

See CORE's **AGENCY MANAGEMENT – Community Relations** activity for additional community relations records.

4.1 FOOD SERVICES

The activity of assessing and directing employee progress toward performance goals.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.1.1	Meal Counts Records documenting the number of meals provided to patients.	HO55-03D-03 Rev. 1	Retain for 3 years after date meals distributed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
4.1.2	Menus – Cafeteria Records relating to menus for hospital cafeterias.	HO55-03D-04 Rev. 1	Retain for 1 year after last date menu offered <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
4.1.3	Menus – Patient Records relating to menus for food offered to hospital patients.	HO55-03D-06 Rev. 1	Retain for 3 years after last date menu offered <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
4.1.4	Patient Meals Records relating to individual, patient-specific dietary orders or requests used by kitchen staff during meal preparation (e.g. patient diet cards). <i>Note: Excludes patient medical records covered by HO55-03I-07 or NEW DAN.</i>	NEW DAN Rev. 0	Retain for 3 years after provision of meal <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 QUALITY ASSURANCE AND COMPLIANCE

The function of enacting and evaluating policies and guidelines to provide adequate confidence that the hospital will fulfill requirements for quality.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.2.1	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Accountings of Disclosure Records relating to patient requests for access or amendment to protected health information, and/or accountings of disclosure. Includes, but is not limited to: <ul style="list-style-type: none">• Requests to inspect or obtain copies of any protected health information;• Documentation of patients amending their records, and/or requests for corrections;• Records relating to disclosures of protected health information.	NEW DAN Rev. 0	Retain for 6 years after date of disclosure <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.2.2	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Changes/Corrections to Protected Health Information Records relating to changes or corrections made by the covered entity to an individuals' protected health information.	NEW DAN Rev. 0	Retain until destruction of protected health information subject to change(s) <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 QUALITY ASSURANCE AND COMPLIANCE

The function of enacting and evaluating policies and guidelines to provide adequate confidence that the hospital will fulfill requirements for quality.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.2.3	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Complaints Records relating to internal processing of complaints of alleged HIPAA violations received and/or evaluated by the agency. Includes, but is not limited to: <ul style="list-style-type: none">• Complaints received regardless of format or media;• Background/research materials pertaining to complaints received;• Agency responses to complaints;• Complaint logs.	NEW DAN Rev. 0	Retain for 6 years after final resolution <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.2.4	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Sanctions to Workers Records relating to sanctions applied to workers for non-compliance with privacy policies and/or practices.	NEW DAN Rev. 0	Retain for 6 years after fulfillment of sanction <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.2.5	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Training Records documenting the curriculum, materials, and/or planning of privacy/HIPAA training programs provided by the agency. Includes, but is not limited to: <ul style="list-style-type: none">• Training development records;• Training handouts, worksheets, etc.;• Presentations used for HIPAA training purposes. Excludes non-HIPAA related training records covered by DAN NEW DAN.	NEW DAN Rev. 0	Retain for 6 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 QUALITY ASSURANCE AND COMPLIANCE

The function of enacting and evaluating policies and guidelines to provide adequate confidence that the hospital will fulfill requirements for quality.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.2.6	<p>Medical Staff Credentialing/Privileging</p> <p>Records relating to reviews of practitioners' qualifications and practice history, determinations and restrictions of privileges, certifications and licensing, peer certifications and evaluations, and quality improvement documentation.</p> <p>Excludes personnel records covered by GS50-04B-06.</p> <p><i>Note: RCW 70.41.220 requires the retention of records relating to decisions to restrict or terminate privileges of practitioners.</i></p>	NEW DAN Rev. 0	<p>Retain for 8 years after termination of employment <i>then</i> Transfer to Washington State Archives for appraisal and selective retention.</p>	ARCHIVAL (Appraisal Required) NON-ESSENTIAL OFM
4.2.7	<p>Patient Accident/Incident Reports – No Claim Filed (Age 18 and Older)</p> <p>Records relating to accidents/incidents involving patients age 18 or older in the course of receiving health-related services, and where claims for damages are <u>not</u> expected or likely to be filed. Includes, but is not limited to, reports and investigations.</p> <p>Excludes hazardous materials accidents and incidents covered by GS50-19-03.</p> <p>Excludes accidents/incidents involving non-patients covered by GS50-06C-03.</p> <p>Excludes patient accident/incident reports – no claim filed (under age 18) covered by NEW DAN.</p>	HO55-03Q-01 Rev. 1	<p>Retain for 8 years after date of accident/injury <i>then</i> Destroy.</p>	NON-ARCHIVAL NON-ESSENTIAL OPR



4.2 QUALITY ASSURANCE AND COMPLIANCE

The function of enacting and evaluating policies and guidelines to provide adequate confidence that the hospital will fulfill requirements for quality.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.2.8	<p>Patient Accident/Incident Reports – No Claim Filed (Under Age 18)</p> <p>Records relating to accidents/incidents involving patients younger than age 18 in the course of receiving health-related services, and where claims for damages are <u>not</u> expected or likely to be filed. Includes, but is not limited to, reports and investigations.</p> <p>Excludes hazardous materials accidents and incidents covered by GS50-19-03.</p> <p>Excludes accidents/incidents involving non-patients covered by GS50-06C-03.</p> <p>Excludes patient accident/incident reports – no claim filed (age 18 and older) covered by HO55-03Q-01.</p>	NEW DAN Rev. 0	Retain for 8 years after injury/accident <i>and</i> 8 years after juvenile attains age 18 <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.2.9	<p>Radiation Protection Program Audits and Reviews</p> <p>Records relating to audits and reviews of radiation protection program content and implementation as required by WAC 246-221-005.</p> <p><i>Note: WAC 246-221-230(9)(e) requires the retention of radiation protection program audit and review records for 3 years.</i></p>	HO55-03L-47 Rev. 1	Retain for 3 years after completion of audit/review <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
4.2.10	<p>Standard of Care</p> <p>Records relating to standard of care documentation detailing clinical guidelines and/or protocols for the assessment and treatment of particular conditions.</p>	NEW DAN Rev. 0	Retain for 8 years after obsolete or superseded <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



4.3 REPORTING

The activity of reporting information to external agencies or organizations.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
4.3.1	Baptismal Registries Logs of registries documenting baptisms performed in the hospital.	NEW DAN Rev. 0	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
4.3.2	Birth/Death Registers Registers documenting summary information about births or deaths which have occurred in the hospital.	NEW DAN Rev. 0	Retain until no longer needed for agency business <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
4.3.3	Vital Statistics Supporting Documentation Records relating to the reporting of vital events/statistics to the Washington State Department of Health.	NEW DAN Rev. 0	Retain for 1 year after vital event reported to Washington State Department of Health <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



5. HUMAN RESOURCE MANAGEMENT

The function of managing the hospitals' workforce, where not covered by *CORE*.

5.1 PERFORMANCE MANAGEMENT

The activity of assessing and directing employee progress toward performance goals.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.1.1	Staff Plans/Schedules Records relating to staff plans and schedules for nurses, social workers, and/or other medical staff. Excludes physician call schedules covered by HO55-03E-02.	NEW DAN Rev. 0	Retain until completion of Joint Commission on Accreditation of Healthcare Organizations audit <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
5.1.2	Physician Call Schedules Schedules documenting on-call schedules for hospital physicians. Excludes staff plans/schedules covered by NEW DAN. <i>Note: 42 CFR 489.20(r)(1-3) requires the retention of physician on-call schedules.</i>	HO55-03E-02 Rev. 1	Retain for 5 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
5.1.3	Radiation Safety Officer Records relating to the authority, duties, and responsibilities of the radiation safety officer. <i>Note: WAC 246-240-551(2) requires the retention of records relating to the authority, duties, and responsibilities of radiation safety officers until termination/expiration of medical use license.</i>	NEW DAN Rev. 0	Retain until termination/expiration of medical use license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



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5.2 PERSONNEL

The activity of documenting and individual's employment with the local government agency. Includes volunteers.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.2.1	<p>Blood/Tissue Bank Employees</p> <p>Quality assurance and training records relating to blood/tissue bank employees..</p> <p>Excludes personnel files covered by GS50-04B-06.</p> <p><i>Note: The College of American Pathologists recommends the retention of blood bank records relating to employees for 10 years.</i></p>	NEW DAN Rev. 0	Retain for 10 years after termination of employment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



5.3 STAFF DEVELOPMENT/TRAINING

The activity of enhancing employees' competencies and skills through programs and training.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
5.3.1	<p>Instruction/Training – Occupational Doses</p> <p>Records relating to the provision of instruction on occupational radiation doses for employees who work in radiation areas for which notification of destruction eligibility has been received from the Department of Health.</p> <p><i>Note: WAC 246-222-030(2) requires the retention of records relating to worker receipt of instructions regarding occupational doses of radiation until further notice from Washington State Department of Health.</i></p>	HO55-03L-61 Rev. 1	Retain until no longer needed for agency business <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
5.3.2	<p>Instruction/Training – Radiation Protection</p> <p>Records documenting the provision of safety instruction to personnel who operate remote afterloader units, teletherapy units, or gamma stereotactic radiosurgery units in accordance with WAC 246-240-204, 246-240-263, or 246-240-360, or who care for patients receiving brachytherapy, radiopharmaceutical therapy, and/or teletherapy.</p> <p><i>Note: WAC 246-240-590 requires the retention of records of safety instruction for 3 years.</i></p>	HO55-03L-63 Rev. 1	Retain for 3 years after date instruction completed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
5.3.3	<p>Medical Use Licenses</p> <p>Records relating to byproduct material medical use licenses obtained by individuals in accordance with 10 CFR 35.11.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Byproduct material medical use licenses;• Radioactive materials general and specific licenses.	HO55-03L-06 Rev. 1	Retain for 8 years after termination of employment <i>then</i> Destroy..	NON-ARCHIVAL ESSENTIAL OPR



6. LABORATORY AND PATHOLOGY MANAGEMENT

The function of providing laboratory and pathology services for the assessment and diagnosis of illness, disease, and death.

Note: For the retention of genetic material and other pathology specimens, Washington State Archives recommends agency refer to the retention guidelines issued by the College of American Pathologists, the Clinical Laboratory Improvement Amendments (CLIA), and applicable state and federal codes and regulations.

6.1 LABORATORY (GENERAL)

The activity concerned with the overall maintenance and operation of laboratories and laboratory equipment.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.1	Accession/Test Logs Logs documenting specimens received by a laboratory and test(s) ordered and/or performed in accordance with 42 CFR 493.1105.	HO55-03N-05 Rev. 1	Retain for 2 years after date of entry <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.1.2	Immunohematology – Non –Transfusion Related Records relating to patient testing and quality control for non-transfusion services, including instrument function checks, maintenance, and temperature records. <i>Note: 42 CFR 493.1105(a)(3)(ii) requires the retention of non-transfusion related immunohematology records for at least 2 years.</i>	NEW DAN Rev. 0	Retain for 2 years after date of document <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



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6.1 LABORATORY (GENERAL)

The activity concerned with the overall maintenance and operation of laboratories and laboratory equipment.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.3	<p>Immunohematology – Transfusion Related</p> <p>Records relating to patient testing and quality control for transfusion services, including donor processing, compatibility testing, and transfusion reaction investigations.</p> <p><i>Note: 42 CFR 493.1105(a)(3)(ii) requires the retention of transfusion-related immunohematology records for 5 years after records of processing are completed, or 6 months after the latest expiration date for individual product, whichever is longer.</i></p>	NEW DAN Rev. 0	Retain for 5 years after records of processing completed <i>and</i> 6 months after latest expiration date for individual product <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.1.4	<p>Quality Control and Assurance – Transfusion Services</p> <p>Records relating to medical test site quality control programs for transfusion services.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Performance specifications;• Requisitions;• Instrument documentation;• Specimen identification and tracking records. <p>Excludes quality control and assurance for non-transfusion tests covered by NEW DAN.</p> <p><i>Note: WAC 246-338-070 requires the retention of transfusion services quality control and assurance records for 5 years.</i></p>	HO55-03H-05 Rev. 1	Retain for 5 years after conclusion of quality control testing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



6.1 LABORATORY (GENERAL)

The activity concerned with the overall maintenance and operation of laboratories and laboratory equipment.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.5	<p>Quality Control and Assurance – Non –Transfusion Services</p> <p>Records relating to quality control programs for non-transfusion services enacted to ensure that accurate test results are reported.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Performance specifications;• Requisitions;• Instrument documentation;• Specimen identification and tracking records. <p>Excludes quality control and assurance for transfusion tests covered by HO55-03H-05.</p> <p><i>Note: WAC 246-338-070 requires the retention of non-transfusion quality control and assurance records for 2 years.</i></p>	NEW DAN Rev. 0	Retain for 2 years after conclusion of quality control testing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.1.6	<p>Test Procedures</p> <p>Records relating to test procedures implemented by the laboratory in accordance with 42 CFR 493.1105</p> <p><i>Note: WAC 246-338-070, the Clinical Laboratory Improvement Amendments (CLIA), and the College of American Pathologists require or recommend the retention of test procedures for 2 years.</i></p>	NEW DAN Rev. 0	Retain for 2 years after procedure has been discontinued <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



6.1 LABORATORY (GENERAL)

The activity concerned with the overall maintenance and operation of laboratories and laboratory equipment.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.7	<p>Test Reports – General</p> <p>Reports and results for specimens tested or examined by a pathologist and where not covered by a more specific series.</p> <p>Excludes transfusion test reports covered by NEW DAN.</p> <p>Excludes pathology test reports covered by NEW DAN.</p> <p><i>Note: WAC 246-338-070 and the Clinical Laboratory Improvement Amendments (CLIA) require the retention of general test reports for 2 years.</i></p>	HO55-03H-07 Rev. 1	Retain for 2 years after examination of the slide <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
6.1.8	<p>Test Reports – Pathology</p> <p>Final, preliminary, and corrected reports for pathology tests, including cytology, histopathology, and oral pathology reports.</p> <p>Excludes general test reports covered by HO55-03H-07.</p> <p>Excludes transfusion test reports covered by NEW DAN.</p> <p><i>Note: WAC 246-338-070 requires the retention of pathology test reports for 10 years.</i></p>	NEW DAN Rev. 0	Retain for 10 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



6.1 LABORATORY (GENERAL)

The activity concerned with the overall maintenance and operation of laboratories and laboratory equipment.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.1.9	<p>Test Reports – Transfusion Services</p> <p>Reports and results for transfusion-related specimens tested/examined by a pathologist.</p> <p>Excludes general test reports covered by HO55-01H-07.</p> <p>Excludes pathology test reports covered by NEW DAN.</p> <p><i>Note: WAC 246-338-070 requires the retention of transfusion services reports for 5 years.</i></p>	NEW DAN Rev. 0	Retain for 5 years after date of report/results <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
6.1.10	<p>Transfusion Services – General Administration</p> <p>Records relating to the provision of transfusion services.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Test requisitions or equivalent;• Test records and reports;• Quality control and assurance. <p><i>Note: WAC 246-338-070 requires the retention of records relating to transfusion services for 5 years.</i></p>	NEW DAN Rev. 0	Retain for 5 years after conclusion of transfusion/testing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



6.2 BLOOD/TISSUE BANKS

The activity of operating banks for the storage or preservation of blood, blood components, or tissue for later use in transfusions.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.2.1	Donors - Deferred Records relating to donors who have been indefinitely deferred, permanently deferred, or placed under surveillance for the recipient's protection. <i>Note: The College of American Pathologists recommends the indefinite retention of blood bank records relating to indefinitely deferred donors, permanently deferred donors, or donors placed under surveillance.</i>	NEW DAN Rev. 0	Retain for the life of the agency <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
6.2.2	Donors/Recipients – General Records documenting health, medical, and other information about donors and recipients. Includes, but is not limited to: <ul style="list-style-type: none">• Consent information;• Donor/recipient identifying information;• Medical and social history;• Typing and crossmatch information. <i>Note: The College of American Pathologists recommends the retention of blood bank records relating to donors and recipients for 10 years.</i>	NEW DAN Rev. 0	Retain for 10 years after final donation/receipt <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



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6.2 BLOOD/TISSUE BANKS

The activity of operating banks for the storage or preservation of blood, blood components, or tissue for later use in transfusions.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.2.3	Donors/Recipients – Specimens Records relating to specific specimens, including management and tracking, testing and typing, and recipient information. <i>Note: The College of American Pathologists recommends the retention of blood bank records relating to specimens from blood donors and recipients for 7 days post-transfusion.</i>	NEW DAN Rev. 0	Retain for 7 days after transfusion <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.2.4	Quality Control (Blood/Tissue Banks) Records relating to quality control measures enacted in blood/tissue banks. <i>Note: The College of American Pathologists recommends the retention of blood bank records relating to quality control for 5 years.</i>	NEW DAN Rev. 0	Retain for 5 years after conclusion of quality control testing <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



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6.3 CYTOGENETICS

The activity of conducting cytogenetic analysis to determine diagnosis.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.3.1	<i>Diagnostic Images and Final Reports (Cytogenetics)</i> Final reports and diagnostic images relating to cytogenetic examinations. <i>Note: The College of American Pathologists recommends the retention of cytogenetics diagnostic images and final reports for 20 years.</i>	NEW DAN Rev. 0	Retain for 20 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.3.2	<i>Gated Dot Plots/Histograms</i> Records relating to gated dot plots and histograms used for flow cytometry. <i>Note: The College of American Pathologists recommends the retention of cytogenetics flow cytometry for 10 years.</i>	NEW DAN Rev. 0	Retain for 10 years after examination <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



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6.4 FORENSIC PATHOLOGY

The activity of examining corpses to determine cause of death.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
6.4.1	Accession Logs Records documenting the receipt and management of specimens received for forensic examination. <i>Note: The College of American Pathologists recommends the retention of forensic autopsy accession logs indefinitely.</i>	NEW DAN Rev. 0	Retain for the life of the agency <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
6.4.2	Cytology Reports Reports relating to cytology examinations. <i>Note: WAC 246-338-070 requires the retention of cytology report for 10 years.</i>	NEW DAN Rev. 0	Retain for 10 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
6.4.3	Gross Injury/Trauma Photographs and Negatives Records relating to photographs and/or negatives of gross injuries, trauma, etc. <i>Note: The College of American Pathologists recommends the retention of gross negatives and photographs indefinitely.</i>	NEW DAN Rev. 0	Retain for the life of the agency <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) ESSENTIAL OPR
6.4.4	Test Reports – Forensic Final reports and slides relating to forensic autopsy examinations. <i>Note: The College of American Pathologists recommends the retention of forensic reports and slides indefinitely.</i>	HO55-03A-02 Rev. 1	Retain for the life of the agency <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



7. PHARMACY MANAGEMENT

The function relating to the management of pharmacies that are part of public hospitals.

7.1 ADMINISTRATION

The activity of providing for the general administration of public hospital pharmacies.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.1.1	<p>Patient Profile and Medication Records – Age 18 and Over</p> <p>Records relating to the filling and dispensing of medications, created in accordance with WAC 246-871-050(2), on each patient age 18 and over receiving prescription medication from the pharmacy.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Client details;• Parenteral products dispensed;• Dates and details of dispensations;• Pharmacist identification;• Client notes, diagnoses, and conditions;• Prescription and refill records.	HO55-03O-22 Rev. 1	Retain for 8 years after last date of service/activity <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR



7.1 ADMINISTRATION

The activity of providing for the general administration of public hospital pharmacies.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.1.2	<p>Patient Profile and Medication Records – Under Age 18</p> <p>Records relating to the filling and dispensing of medications, created in accordance with WAC 246-871-050(2), on each patient under age 18 receiving prescription medication from the pharmacy.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Client details;• Parenteral products dispensed;• Dates and details of dispensations;• Pharmacist identification;• Client notes, diagnoses, and conditions;• Prescription and refill records.	NEW DAN Rev. 0	Retain for 8 years after patient attains age 18 <i>then</i> Destroy.	NON-ARCHIVAL ESSENTIAL OPR
7.1.3	<p>Batch Data</p> <p>Records relating to laboratory data on each batch of drug received in accordance with WAC 246-895-150.</p>	HO55-030-12 Rev. 1	Retain for 50 years after completion/cessation of batch distribution <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



7.2 DRUG ACCOUNTABILITY

The activity of documenting the pharmacy's acquisition, use, and disposition of pharmaceutical drugs.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.2.1	Home Dialysis Program – Drug Shipment Records relating to the shipment of drugs to persons on home dialysis programs in accordance with WAC 246-905-040.	HO55-030-11 Rev. 1	Retain for 2 years after date of shipment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
7.2.2	Legend Drug Orders Records relating to legend drug orders created in accordance with WAC 246-904-030.	HO55-03Y-02 Rev. 1	Retain for 6 years after date of purchase <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
7.2.3	Pharmaceutical Inventory Accountability Records relating to the pharmacy's acquisition, transfer, distribution, and/or destruction of pharmaceuticals, including controlled substances. Includes, but is not limited to: <ul style="list-style-type: none">• Destruction records;• Dispensing records created in accordance with 21 CFR 1306.26 or 21 CFR 10.34.04;• Drug registers and inventories;• Receipt and distribution records (e.g. invoices, orders, receipts, prescriptions);• Transfer records;• Records of destruction as required by WAC 246-873-080(7)(e).	HO55-030-09 Rev. 1	Retain for 6 years after date of destruction/disposition <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



7.2 DRUG ACCOUNTABILITY

The activity of documenting the pharmacy's acquisition, use, and disposition of pharmaceutical drugs.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.2.4	Pharmaceutical Wholesaler Inventories Inventory and transaction records maintained by wholesale drug distributors regarding the receipt, distribution, or disposition of prescription drugs in accordance with WAC 246-879-040.	HO55-030-19 Rev. 1	Retain for 2 years after date of creation <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
7.2.5	Schedule V Drugs Dispensed Records documenting the dispensing of Schedule V drugs.	HO55-030-29 Rev. 1	Retain for 6 years after date dispensed <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



7.3 QUALITY ASSURANCE AND CONTROL

The activity of adopting and implementing procedures to provide for quality assurance and control.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.3.1	Compounding Practices Reports relating to the evaluation and implementation of compounding best practices and procedures in compounding pharmacies.	HO55-030-04 Rev. 1	Retain for 2 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
7.3.2	Drug Distribution Errors Reports created in accordance with WAC 246-873-080(11) documenting drug distribution errors reported to a prescribing practitioner and/or pharmacy.	HO55-030-10 Rev. 1	Retain for 6 years after date of report <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
7.3.3	Home Dialysis Program Quality Assurance Records created in accordance with WAC 246-905-050 relating to quality assurance programs for home dialysis and related drug distribution error, loss, damage, and theft records.	NEW DAN Rev. 0	Retain for 6 years after date of shipment <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
7.3.4	Monthly Inspections – Hospital/Nursing Care Units Records relating to the monthly inspection of nursing care units or other areas of hospitals in which medications are dispensed, administered or stored in accordance with WAC 246-873-080(1)(b).	HO55-030-15 Rev. 1	Retain for 3 years after date of inspection <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM



7.3 QUALITY ASSURANCE AND CONTROL

The activity of adopting and implementing procedures to provide for quality assurance and control.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.3.5	<p>Parenteral Product Contamination Testing</p> <p>Records relating to the testing of parenteral products for microbial contamination and other inadequacies in accordance with WAC 246-871-080.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Quality assurance records documenting medication errors, adverse drug reactions, patient satisfaction, and product sterility;• Documentation of sampling tests for contamination;• End product testing where bulk compounding of parenteral solutions is performed utilizing non-sterile chemicals.• Documentation justifying chosen expiration dates for compounded parenteral products.	HO55-030-18 Rev. 1	Retain for 6 years after date of document then Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
7.3.6	<p>Pharmaceutical Complaints and Investigations</p> <p>Records of all written and oral complaints regarding each pharmaceutical product, and related investigation records produced in accordance with WAC 246-895-160.</p>	HO55-030-03 Rev. 1	Retain for 2 years after distribution of drug has been completed and 1 year after expiration of drug then Transfer to Washington State Archives..	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR



7.3 QUALITY ASSURANCE AND CONTROL

The activity of adopting and implementing procedures to provide for quality assurance and control.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
7.3.7	Pharmacy Policy, Procedure, and Training Manuals Manuals of pharmacy policies and procedures which ensure patient health, safety, and welfare, as well as training manuals for pharmacy employees, as described in WAC 246-871-050.	NEW DAN Rev. 0	Retain for 2 years after superseded <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
7.3.8	Regulated Chemical Tableting Transaction and Drug Enforcement Agency reporting records for regulated transactions involving listed chemicals, a tableting machine, or an encapsulating machine in accordance with 21 CFR 1310.03, 1310.04 and 1310.05.	HO55-030-26 Rev. 1	Retain for 2 years after date of transaction <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
7.3.9	Returned Pharmaceuticals Records relating to pharmaceuticals returned to the pharmacy and any related examination or testing performed on such pharmaceuticals in accordance with WAC 246-895-060(10).	HO55-030-25 Rev. 1	Retain until termination of pharmacy license <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OFM
7.3.10	Therapeutically Equivalent Drug Substitution Records documenting prior authorization for therapeutically equivalent drug substitution in accordance with WAC 246-899-030(3).	HO55-030-31 Rev. 1	Retain for 10 years after patient's last discharge <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



8. RESEARCH MANAGEMENT

The function of managing or performing medical research, including Institutional Review Board activities, and clinical or device trials.

See **CORE Financial Management – Grants** for financial records relating to grants.

8.1 CLINICAL TRIALS

The activity of performing and/or sponsoring clinical trials to evaluate the safety and efficacy of investigational drugs or medical devices.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.1	Bioavailability/Bioequivalence Samples – Food and Drug Administration Application Approved Reserve samples of any test articles and reference standards used in conducting in vivo or in vitro bioavailability/bioequivalence studies where a Food and Drug Administration application has been approved, retained in accordance with 21 CFR 320.63 or 320.38.	NEW DAN Rev. 0	Retain for 5 years after date on which Food and Drug Administration application or supplemental application is approved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
8.1.2	Bioavailability/Bioequivalence Samples – No Food and Drug Administration Application Approved Reserve samples of any test articles and reference standards used in conducting in vivo or in vitro bioavailability/bioequivalence studies where no Food and Drug Administration application has been approved, retained in accordance with 21 CFR 320.63 or 320.38.	NEW DAN Rev. 0	Retain for 5 years after date of completion of the bioavailability study <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



8.1 CLINICAL TRIALS

The activity of performing and/or sponsoring clinical trials to evaluate the safety and efficacy of investigational drugs or medical devices.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.3	<p>Device Trials</p> <p>Records relating to investigational medical device clinical trials retained in accordance with 21 CFR 812.140.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">Investigator records of receipt, use, shipment, or disposition of an investigational device;Investigator protocols and documentation showing dates and reasons of deviation from protocol;Sponsor records of device shipment and disposition;Signed investigator agreements;Sponsor records concerning adverse device effects;Other records required to be maintained by the Food and Drug Administration.	NEW DAN Rev. 0	Retain for 2 years after date investigation completed/terminated <i>and</i> 2 years after records are no longer required as supporting documentation for premarket approval application or a notice of completion of a product development protocol <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
8.1.4	<p>Trial Drug Management – Food and Drug Administration Application Approved</p> <p>Records relating to the acquisition, shipment, or disposition of investigational drugs for which an Food and Drug Administration application has been approved.</p> <p><i>Note: 21 CFR 312.57 requires the retention of records and reports showing the receipt, shipment, or other disposition of investigational drugs for 2 years after a Food and Drug Administration marketing application is approved.</i></p>	NEW DAN Rev. 0	Retain for 2 years after date marketing application is approved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



8.1 CLINICAL TRIALS

The activity of performing and/or sponsoring clinical trials to evaluate the safety and efficacy of investigational drugs or medical devices.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.5	<p><i>Trial Drug Management – No Food and Drug Administration Application Approved</i></p> <p>Records relating to the acquisition, shipment, or disposition of investigational drugs for which an Food and Drug Administration application has not been approved.</p> <p><i>Note: 21 CFR 312.57 requires the retention of records and reports showing the receipt, shipment, or other disposition of investigational drugs for 2 years after shipment and deliver of the drug for investigational use is discontinued and the Food and Drug Administration has been notified.</i></p>	NEW DAN Rev. 0	Retain for 2 years after investigation is discontinued and the Food and Drug Administration notified <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
8.1.6	<p><i>Investigators' Financial Interest</i></p> <p>Records relating to the financing of clinical investigations or bioequivalence studies from which data are intended to be submitted to the Food and Drug Administration as part of an application for market approval, retained in accordance with 21 CFR 320.36(b) or 21 CFR 54.6.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Records showing financial interest or arrangement paid to investigators by sponsors as described in 21 CFR 54.4(a)(3)(i);• Records showing significant payments made by the sponsor to the investigator as described in 21 CFR 54.4(a)(3)(ii);• Records showing financial interests held by clinical investigators as described in 21 CFR 54.4 (a)(3)(iii).	NEW DAN Rev. 0	Retain for 6 years after conclusion of pertinent investigational activities <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



8.1 CLINICAL TRIALS

The activity of performing and/or sponsoring clinical trials to evaluate the safety and efficacy of investigational drugs or medical devices.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.7	<i>In Vivo/In Vitro Batch Tests</i> Records relating to in vivo or in vitro tests conducted on any marketed batch of a drug product to assure it meets bioequivalence requirements, retained in accordance with 21 CFR 320.36(a).	NEW DAN Rev. 0	Retain for 2 years after expiration date of the batch <i>and</i> 2 years after submitted to the Food and Drug Administration <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR
8.1.8	<i>Subject Case Histories – Food and Drug Administration Application Filed (Clinical Trials)</i> Records relating to individuals administered investigational drugs or employed as a control in a drug investigation for which a Food and Drug Administration application has been filed. Includes, but is not limited to: <ul style="list-style-type: none">• Case report forms and supporting data;• Signed and dated consent forms;• Medical records. <i>Note: 21 CFR 312.64 requires the retention of drug disposition and case history records for 2 years following the date an Food and Drug Administration marketing applications is approved for the drug being investigated.</i>	NEW DAN Rev. 0	Retain for 2 years after date marketing application is approved <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



8.1 CLINICAL TRIALS

The activity of performing and/or sponsoring clinical trials to evaluate the safety and efficacy of investigational drugs or medical devices.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.1.9	<p>Subject Case Histories – Food and Drug Administration Application Not Filed (Clinical Trials)</p> <p>Records relating to individuals administered investigational drugs or employed as a control in a drug investigation for which a Food and Drug Administration application has not been filed.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Case report forms and supporting data;• Signed and dated consent forms;• Medical records. <p><i>Note: 21 CFR 312.64 requires the retention of drug disposition and case history records for 2 years after the investigation is discontinued and the Food and Drug Administration is notified.</i></p>	NEW DAN Rev. 0	Retain for 2 years after investigation is discontinued and the Food and Drug Administration is notified <i>then</i> Destroy	NON-ARCHIVAL NON-ESSENTIAL OPR



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8.2 DIAGNOSTIC RESEARCH

The activity relating to conducting diagnostic research.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.2.1	<p>Diagnostic Research</p> <p>Records created in the course of performing diagnostic testing for research purposes.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Patient files, including medical histories;• Diagnostic research images.	NEW DAN Rev. 0	Retain for 8 years after conclusion of research activities <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



8.3 INSTITUTIONAL REVIEW BOARDS

The activity relating to the management and oversight of human subject research.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.3.1	<p><i>Institutional Review Boards – General Board Records</i></p> <p>Records relating to institutional review boards and their activities in the monitoring and oversight of human subject research as described in 45 CFR 46.115.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Approved sample consent documents;• IRB member lists and credentialing;• IRB reviews of research proposals and ongoing review activities;• Minutes of IRB meetings;• Reports of unanticipated problems involving risks to subjects or others;• Scientific evaluations. <p><i>Note: 45 CFR 46.115(a) requires the retention of general IRB records for at least 3 years.</i></p>	HO55-03U-04 Rev. 1	Retain for 3 years after date of document <i>then</i> Transfer to Washington State Archives.	ARCHIVAL (Permanent Retention) NON-ESSENTIAL OPR
8.3.2	<p><i>Institutional Review Boards – Principal Investigator Records</i></p> <p>Records relating to investigator activities in human subject research.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Documentation of uses and disclosures;• Authorization/consent forms;• Business partner contracts;• Notices of practice;• Responses to requests to amend or correct information;• Patient statements of disagreements and complaints. <p><i>Note: 45 CFR 45.115 requires the retention of principal investigators' records for 6 years after completion of research.</i></p>	HO55-03U-07 Rev. 1	Retain for 6 years after completion of research <i>then</i> Destroy.	NON-ARCHIVAL NON-ESSENTIAL OPR



8.3 INSTITUTIONAL REVIEW BOARDS

The activity relating to the management and oversight of human subject research.

ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION AUTHORITY NUMBER (DAN)	RETENTION AND DISPOSITION ACTION	DESIGNATION
8.3.3	<p><i>Institutional Review Boards – Research Conducted</i></p> <p>IRB board records which relate to specific research conducted or that documents decisions pertaining to committee actions on research conducted.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none">• Correspondence between the IRB and investigators/researchers;• Progress reports provided to IRB;• Reports of unanticipated problems involving risks to subjects or others;• Injury reports;• Significant new findings provided to subjects. <p><i>Note: 45 CFR 46.115(b) requires the retention of IRB records relating to research conducted for at least 3 years after completion of the research.</i></p>	HO55-03U-02 Rev. 1	<p>Retain for 3 years after completion/termination of research <i>then</i> Arrange for appraisal by and selective retention by Washington State Archives.</p>	<p>ARCHIVAL (Appraisal Required) NON-ESSENTIAL OPR</p>



GLOSSARY

Appraisal

The process of determining the value and disposition of records based on their current administrative, legal, and fiscal use; their evidential and informational or research value; and their relationship to other records.

Archival – See **Archival (Appraisal Required)** and **Archival (Permanent Retention)**.

Archival (Appraisal Required)

Public records which may possess enduring legal and/or historic value and must be appraised by the Washington State Archives on an individual basis.

Public records will be evaluated, sampled, and weeded according to archival principles by archivists from Washington State Archives (WSA). Records not selected for retention by WSA may be disposed of after appraisal.

Archival (Permanent Retention)

Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives (WSA).

WSA will not sample, weed, or otherwise dispose of records fitting the records series description designated as “Archival (Permanent Retention)” other than the removal of duplicates. Master indexes, lists, registers, tracking systems, databases and other finding aids for public records designated as Archival should be retained with the records and transferred to Washington State Archives.

Disposition

Actions taken with records when they are no longer required to be retained by the agency.

Possible disposition actions include transfer to Washington State Archives and destruction.

Disposition Authority Number (DAN)

Control numbers systematically assigned to records series or records retention schedules when they are approved by the Local Records Committee.



Essential Records

Public records that local government agencies must have in order to maintain or resume business continuity following a disaster. While the retention requirements for essential records may range from very short-term to archival, these records are necessary for an agency to resume its **CORE** functions following a disaster.

Security backups of these public records should be created and may be deposited with Washington State Archives in accordance with chapter 40.10 RCW. Copies of master indexes, lists, registers, tracking systems, databases and other finding aids should also be transferred with the records.

Local Records Committee

The committee established by RCW 40.14.070 to review and approve disposition of local government records.

Its three members include the State Archivist and one representative each from the Offices of the Attorney General and the State Auditor.

Migration

The periodic transfer of data from one electronic system to another in order to ensure continued integrity and accessibility of data despite changes over time in hardware, software, and storage media.

Non-Archival

Public records which do not possess sufficient historic value to be designated as “Archival”. Agencies must retain these records for the minimum retention period specified by the appropriate, current records retention schedule.

Agencies should destroy these records after their minimum retention period expires, provided that the records are not required for litigation, public records requests, or other purposes required by law.

Non-Essential Records

Public records which are not required in order for an agency to resume its **CORE** functions following a disaster, as described in chapter 40.10 RCW.

Obsolete

Public records which are no longer relevant to current program or primary functional responsibilities of a department or office.

Office of Record

The group, department, or office within an agency responsible for maintaining a primary record from creation (or receipt) through disposition.



OFM (Office Files and Memoranda)

Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(2) “Office files and memoranda include such records as correspondence, exhibits, drawings, maps, completed forms, or documents not above defined and classified as official public records; duplicate copies of official public records filed with any agency of the state of Washington; documents and reports made for the internal administration of the office to which they pertain but not required by law to be filed or kept with such agency; and other documents or records as determined by the records committee to be office files and memoranda.”

OPR (Official Public Records)

Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.

RCW 40.14.010 – Definition and classification of public records.

(1) “Official public records shall include all original vouchers, receipts, and other documents necessary to isolate and prove the validity of every transaction relating to the receipt, use, and disposition of all public property and public income from all sources whatsoever; all agreements and contracts to which the state of Washington or any agency thereof may be a party; all fidelity, surety, and performance bonds; all claims filed against the state of Washington or any agency thereof; all records or documents required by law to be filed with or kept by any agency of the state of Washington; ... and all other documents or records determined by the records committee... to be official public records.”

Permanent – See **Archival (Permanent Retention)** and **Non-Archival**.

Potentially Archival or **Potential Archival Value** – See **Archival (Appraisal Required)**.

Primary Records

The original record (whether created or received by the agency) which serves as the official record, and must be retained in accordance with a current approved records retention schedule.

Public Records

RCW 40.14.010 – Definition and classification of public records.

“... The term “public records” shall include any paper, correspondence, completed form, bound record book, photograph, film, sound recording, map drawing, machine-readable material, compact disc meeting current industry ISO specifications, or other document, regardless of physical form or characteristics, and including such copies thereof, that have been made by or received by any agency of the state of Washington in connection with the transaction of public business...”



Records Series

A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.

Secondary Records

Copies (or duplicates) of the agency's primary records used for specific legal, fiscal, or administrative purposes.

Secondary records exist for convenience of reference, or for informational purposes, and may be discarded when no longer needed for agency business in accordance with GS50-02-04.

Security Microfilm

Silver duplicate or first-generation microfilm which is stored at Washington State Archives under strictly-controlled environmental conditions and serves as an emergency/disaster back-up, in accordance with chapter 40.10 RCW.

Washington State Archives provides security microfilm storage and inspection services to local government agencies.



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Public Hospital Districts Records Retention Schedule Version 5.0 REVISION GUIDE

SUMMARY OF CHANGES

- Reorganization of entire retention schedule.
- Consolidation of entire schedule including elimination of redundant or unnecessary record series.
- Series descriptions have been added where previously absent.
- Retention and disposition actions have been revised to include a retention cutoff where previously absent.
- Several new records series have been added to cover Public Hospital activities which were not previously covered. These include:
 - ✓ Multiple records series relating to the Health Information Portability and Accountability Act (HIPAA);
 - ✓ New records series covering different types of medical records with unique retention requirements not previously covered in Version 4.0;
 - ✓ A number of series to cover radiation protection program records as required by statute;
 - ✓ Addition of several new series relating to laboratory operations and management;
 - ✓ New records series relating to patient billing;
 - ✓ Records series covering pharmacy administration and drug accountability;
 - ✓ Activities relating to research management and Institutional Review Boards.
- **Formatting** of new sections has been changed as follows:
 - ✓ The column for “Secondary Record Copies” has been removed. These records are now covered by **Secondary (Duplicate) Copies** (GS50-02-04).
 - ✓ The “Remarks” column has been removed.
 - ✓ A new column entitled “Designation” classifies each records series using the following schemata:

1. ARCHIVAL (Permanent Retention); or,	1. Essential; or,	1. Official Public Record (OPR); or,
2. ARCHIVAL (Appraisal Required); or,	2. Non-Essential.	2. Office Files and Memoranda (OFM).
3. NON-ARCHIVAL.		



- **Disposition Authority Number (DAN)** formatting has changed. Newly assigned numbers will adhere to the following format, “HO2010-001”, which is comprised of three parts:
 1. Retention schedule prefix (HO for Public Hospitals, GS for CORE and LGRRS, etc.)
 2. Year (2010)
 3. Sequential three-digit number (001, 002, 003, etc.)
- ✓ **Revision numbers** have been added. All DANs for records series which did not change from *Public Hospital Districts Records Retention Schedule Version 2.0* – and all new series – have been assigned a revision number of “0”. Records series which have been altered in any way (name, description, retention, etc.) have been assigned a revision number of “1”.
- Changes to records series in the *Public Hospital Districts Records Retention Schedule* are detailed in the following table.



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DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Hospitals Version 4.0* series listed on the left have been discontinued. The *Public Hospitals Version 5.0* DANs that now cover the affected records series are listed on the right.

Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Admitting	HO55-03B-01 p. 5	Admissions and Discharges Statistical Report	3 years. Potential archival value.	CORE: Agency Management : Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded - Potential archival value.	These records are covered by CORE.
Agency Management: Boards, Councils and Committees	HO50-05A-15 p. 6	Oaths of Office	Permanent.	CORE: Agency Management : Boards, Councils and Committees	GS50-05A-15 Rev. 0 p. 13	Oaths of Office	End of term of office plus 6 years.	These records are covered by CORE.
Agency Management: Risk Management/Insurance	HO50-06C-14 p. 7	Incident Reports and Accident Claims for Damages Filed Against the Agency by Other Parties, and by the	<ul style="list-style-type: none"> For accidents/incidents involving adults NOT resulting in claims – 3 years. For accidents/inciden 	CORE: Agency Management : Legal	GS50-01-10 Rev. 1 p. 22	Claims for Damages	Retain for 6 years after claim closed then destroy.	These records are covered by CORE.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Hospitals Version 4.0* series listed on the left have been discontinued. The *Public Hospitals Version 5.0* DANs that now cover the affected records series are listed on the right.

Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
		Agency Against Other Parties (Claims Made or Per Occurrence)	ts involving adults resulting in claims – closure plus 6 years. • For accidents/inciden ts involving minors NOT resulting in claims – age of majority plus 3 years. • For accidents/inciden ts involving minors resulting in claims – closure plus 6 years.	CORE: Agency Management : Risk Management /Insurance	GS50-06C-03 Rev. 1 p. 27	Accidents/Incidents – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18 then destroy.	These records are covered by CORE.
				CORE: Agency Management : Risk Management /Insurance	GS2010-081 Rev. 0 p. 27	Accidents/Incidents – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident then destroy.	These records are covered by CORE.
Agency Managemen t: Risk Managemen t/Insurance	HO50-06C-28 p. 7	Liability Waivers	Expiration or completion of activity plus 6 years.	CORE: Agency Management : Contracts/Ag reements	GS50-01-11 Rev. 1 p. 20	Contracts and Agreements	Retain for 6 years after termination or expiration of instrument then destroy.	These records are covered by CORE.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Hospitals Version 4.0* series listed on the left have been discontinued. The *Public Hospitals Version 5.0* DANs that now cover the affected records series are listed on the right.

Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Asset Management: Disposal	HO55-05A-08 p. 8	Right of Way Vacation Files	Destroy when obsolete or superseded.					These records will be covered by CORE in the next revision of its Agency Management function.
Ambulatory Surgical Center	HO55-03Y-01 p. 9	Conditions of Participation/A ccreditation Survey	6 years.	CORE: Agency Management : Administratio n (General)	GS50-01-42 Rev. 0 p. 5	Accreditation, Certification, and License Documentation for Agency Functions and Operations	Until superseded or terminated plus 6 years.	These records are covered by CORE.
Dietary	HO55-03D-01 p. 11	Food Refrigeration Temperature Log	2 years.	CORE: Asset Management : Maintenance	GS50-06B-07 Rev. 0 p. 63	Maintenance Logs	Destroy when superseded plus 3 years.	These records are covered by CORE.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Hospitals Version 4.0* series listed on the left have been discontinued. The *Public Hospitals Version 5.0* DANs that now cover the affected records series are listed on the right.

Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Dietary	HO55-03D-02 p. 11	Health Food Handlers Permits	Until reviewed.	CORE: Human Resource Management : Personnel	GS50-04B-06 Rev. 0 p. 135	Personnel File	Termination plus 6 years.	These records are part of documenting an individual's employment with the hospital. Therefore, they should be retained with the individual's personnel file.
Dietary	HO55-03D-05 p. 11	Patient Diet Instructions	3 years.	Public Hospitals: Health Care and Treatment: Patient Medical Records	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health- related services then destroy.	Patient diet instructions are part of the patient medical record and should be retained accordingly.
					NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health- related services and 3 years after patient attains age 18 then destroy.	



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Hospitals Version 4.0* series listed on the left have been discontinued. The *Public Hospitals Version 5.0* DANs that now cover the affected records series are listed on the right.

Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Dietary	HO55-03D-07 p. 11	Summary of Food Costs	3 years.	CORE: Financial Management : Accounting	GS50-03A-02 Rev. 0 p. 76	Accounts Payable and Receivable Supporting Documents and Reports	3 years.	These records can be retained as accounts payable documentation, which is covered by CORE.
Emergency Department	HO55-03E-01 p. 12	Patient Logs	Permanent.	Public Hospitals: Health Care and Treatment: Patient Administratio n	HO55-03B-02 Rev. 1 p. 21	Master Patient Index	Retain until destruction of pertinent medical record then transfer to Washington State Archives for appraisal and selective retention.	Hospital patient logs have been replaced with a centralized patient management and tracking system called the master patient index.
Home Health and Home Hospice Care	HO55-03X-02 p. 13	Home Health and Hospice Care Licenses	Permanent.	CORE: Agency Management : Administratio n (General)	GS50-01-42 Rev. 0 p. 5	Accreditation, Certification, and License Documentation for Agency Functions and Operations	Until superseded or terminated plus 6 years.	These records are covered by CORE. Hospice providers are licensed through Dept. of Health



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Hospital Licensing and Regulation	HO55-03V-01 p. 14	Conditions of Participation Survey	6 years after approval or certification. Potential archival value.	CORE: Agency Management : Administratio n (General)	GS50-01-42 Rev. 0 p. 5	Accreditation, Certification, and License Documentation for Agency Functions and Operations	Until superseded or terminated plus 6 years.	Participation surveys are part of hospital accreditation procedures. These records are covered by CORE.
Hospital Licensing and Regulation	HO55-03V-02 p. 14	Hospital License	Permanent.	CORE: Agency Management : Administratio n (General)	GS50-01-42 Rev. 0 p. 5	Accreditation, Certification, and License Documentation for Agency Functions and Operations	Until superseded or terminated plus 6 years.	Hospital licenses are agency-level accreditation records, which are covered by CORE.
Hospital Licensing and Regulation	HO55-03V-03 p. 14	On Site Licensing Survey	6 years after approval or certification. Potential archival value.	CORE: Agency Management : Administratio n (General)	GS50-01-42 Rev. 0 p. 5	Accreditation, Certification, and License Documentation for Agency Functions and Operations	Until superseded or terminated plus 6 years.	On-site licensing surveys are relate to hospital accreditation, which is covered by core.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Housekeeping and Laundry	HO55-03F-01 p. 16	<i>Daily Report of Linen Laundered</i>	3 years.	CORE: Agency Management : Administration (General)	GS50-06F-03 Rev. 0 p. 7	<i>Informational Reports Compiled for Agency Use</i>	Destroy when obsolete or superseded. Potential archival value.	These records are covered by CORE.
Housekeeping and Laundry	HO55-03F-02 p. 16	<i>Daily Work Schedules</i>	Destroy when obsolete or superseded.	CORE: Human Resource Management : Performance Management	GS50-04B-29 Rev. 0 p. 133	<i>Work Assignment Record, Schedule or Log</i>	3 years.	Work schedules are covered by CORE.
Housekeeping and Laundry	HO55-03F-03 p. 16	<i>Inventory of Linens Discarded</i>	3 years.	CORE: Asset Management : Inventory	GS50-08B-02 Rev. 0 p. 57	<i>Inventory of Materials/Equipment, Changes and Transfers</i>	3 years.	Physical asset inventories are covered by CORE.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Housekeeping and Laundry	HO55-03F-04 p. 16	New Linen Distribution Listings	3 years.	CORE: Asset Management : Inventory	GS50-08B-02 Rev. 0 p. 57	Inventory of Materials/Equipment, Changes and Transfers	3 years.	Physical asset distribution and transfer records are covered by CORE.
Housekeeping and Laundry	HO55-03F-05 p. 16	Record of New Linen Purchases	6 years.	CORE: Financial Management : Accounting	GS50-01-17 Rev. 0 p. 79	Fiscal, Purchase and Receiving Documents	Finance or Purchasing Office keeps primary copies 6 years.	Purchase documents are covered by CORE.
Human Resource Management: Industrial Insurance	HO50-06C-02 p. 17	Accident/Incident Reports – Employees – Insured by Agency or Not Reportable to Labor and Industries	<ul style="list-style-type: none"> For accidents/incidents involving adults NOT resulting in claims – 3 years. For accidents/incidents involving adults resulting in claims – closure plus 6 years. 	CORE: Agency Management : Risk Management /Insurance	GS50-06C-03 Rev. 1 p. 27	Accidents/Incidents – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18 then destroy.	Employee accident/incident reports are covered by CORE.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
			<ul style="list-style-type: none">• For accidents/incidents involving minors NOT resulting in claims – age of majority plus 3 years.• For accidents/incidents involving minors resulting in claims – closure plus 6 years.		GS2010-081 Rev. 0 p. 27	Accidents/Incidents – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident then destroy.	
Human Resource Management: Industrial Insurance	HO50-06C-03 p. 18	Accident/Incident Reports – Employees – Insured by Agency or Not Reportable to Labor and Industries	<ul style="list-style-type: none">• For accidents/incidents involving adults NOT resulting in claims – 3 years.• For accidents/incidents involving adults resulting in claims – closure plus 6 years.	CORE: Agency Management : Risk Management /Insurance	GS50-06C-03 Rev. 1 p. 27	Accidents/Incidents – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18 then destroy.	Employee accident/incident reports are covered by CORE.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
			<ul style="list-style-type: none">• For accidents/incidents involving minors NOT resulting in claims – age of majority plus 3 years.• For accidents/incidents involving minors resulting in claims – closure plus 6 years.		GS2010-081 Rev. 0 p. 27	Accidents/Incidents – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident then destroy.	



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-02 p. 19	Brachytherapy and Sealed Byproduct Source Leakage Test Reports	5 years.	Health Care and Treatment: Radiation Protection Program	HO55-03L-03 Rev. 1 p. 31	Source Surveys and Tests	Retain for 3 years after date of survey/measurement then destroy.	10 CFR 35.53 requires the retention of source leakage reports for 3 years. HO55-03L- 02 has been combined with several other records series with similar retention requirements relating to source surveys and tests under HO55-03L-03.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-04 p. 19	Byproduct (Unsealed) Measurement of Doses	3 years.	Health Care and Treatment: Radiation Protection Program	HO55-03L-03 Rev. 1 p. 31	Source Surveys and Tests	Retain for 3 years after date of survey/measurement then destroy.	This DAN has been combined with other records series with similar retention requirements relating to source surveys and tests under HO55-03L-03.
Imaging Services	HO55-03L-05 p. 19	Byproduct Material Contamination and Ambient Radiation Exposure Rate Surveys	3 years.	Health Care and Treatment: Radiation Protection Program	HO55-03L-03 Rev. 1 p. 31	Source Surveys and Tests	Retain for 3 years after date of survey/measurement then destroy.	This DAN has been combined with other records series with similar retention requirements relating to source surveys and tests under HO55-03L-03.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-09 p. 20	Byproduct Material Records of Transfer	3 years after transfer.	Asset Management : Inventory	HO55-03L-08 Rev. 1 p. 7	Radioactive Material – Acquisition/Transfer	Retain for 3 years after disposal/transfer then destroy.	This DAN has been combined with other records with similar retention requirements relating to byproduct/radio pharmaceutical acquisition and transfer under HO55-03L-08.
Imaging Services	HO55-03L-11 p. 20	Echocardiograph – Abnormal Readings	3 years.	Health Care and Treatment: Diagnostic and Medical Imaging	HO55-03S-01 Rev. 1 p. 15	Diagnostic Images – Age 18 and Older	Retain for 10 years after date of test or assessment then destroy.	Several series relating to diagnostic and medical imaging have been combined under this DAN and assigned a minimum retention period based on the standard retention reported by hospitals.
					NEW DAN Rev. 0 p. 16	Diagnostic Images – Under Age 18	Retain for 8 years after patient attains age 18 then destroy.	



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-12 p. 20	Echocardiograph h – Normal Readings	3 years.	Health Care and Treatment: Diagnostic and Medical Imaging	HO55-03S-01 Rev. 1 p. 15	Diagnostic Images – Age 18 and Older	Retain for 10 years after date of test or assessment then destroy.	Several series relating to diagnostic and medical imaging have been combined under this DAN and assigned a minimum retention period based on the standard retention reported by hospitals.
					NEW DAN Rev. 0 p. 16	Diagnostic Images – Under Age 18	Retain for 8 years after patient attains age 18 then destroy.	
Imaging Services	HO55-03L-13 p. 20	Echocardiograph h	3 years.	Health Care and Treatment: Diagnostic and Medical	HO55-03S-01 Rev. 1 p. 15	Diagnostic Images – Age 18 and Older	Retain for 10 years after date of test or assessment then destroy.	Several series relating to diagnostic and medical imaging have been



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
				Imaging	NEW DAN Rev. 0 p. 16	Diagnostic Images – Under Age 18	Retain for 8 years after patient attains age 18 then destroy.	combined under this DAN and assigned a minimum retention period based on the standard retention reported by hospitals.
Imaging Services	HO55-03L-14 p. 20	Electrocardiogr ams	3 years.	Health Care and Treatment: Diagnostic and Medical Imaging	HO55-03S-01 Rev. 1 p. 15	Diagnostic Images – Age 18 and Older	Retain for 10 years after date of test or assessment then destroy.	Several series relating to diagnostic and medical imaging have been combined under this DAN and assigned a minimum retention period based on the standard retention reported by hospitals.
					NEW DAN Rev. 0 p. 16	Diagnostic Images – Under Age 18	Retain for 8 years after patient attains age 18 then destroy.	



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<i>Public Hospitals Version 4.0</i>				<i>New (Version 5.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-15 p. 20	<i>Electroencephalograms</i>	3 years.	Health Care and Treatment: Diagnostic and Medical Imaging	HO55-03S-01 Rev. 1 p. 15	<i>Diagnostic Images – Age 18 and Older</i>	Retain for 10 years after date of test or assessment then destroy.	Several series relating to diagnostic and medical imaging have been combined under this DAN and assigned a minimum retention period based on the standard retention reported by hospitals.
					NEW DAN Rev. 0 p. 16	<i>Diagnostic Images – Under Age 18</i>	Retain for 8 years after patient attains age 18 then destroy.	
Imaging Services	HO55-03L-16 p. 21	<i>Electroencephalogram Normal Tracing</i>	3 years.	Health Care and Treatment: Diagnostic and Medical	HO55-03S-01 Rev. 1 p. 15	<i>Diagnostic Images – Age 18 and Older</i>	Retain for 10 years after date of test or assessment then destroy.	Several series relating to diagnostic and medical imaging have been



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
				Imaging	NEW DAN Rev. 0 p. 16	<i>Diagnostic Images – Under Age 18</i>	Retain for 8 years after patient attains age 18 then destroy.	combined under this DAN and assigned a minimum retention period based on the standard retention reported by hospitals.
Imaging Services	HO55-03L-17 p. 21	<i>Equipment Inspections and Tests</i>	3 years.	CORE: Asset Management : Maintenance	GS50-06E-20 Rev. 0 p. 61	<i>Equipment and Vehicle Maintenance Reports</i>	3 years.	These records are covered by CORE.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-18 p. 21	High Radiation Area Entry Control Device Test Records	3 years.	Public Hospitals: Asset Management : Maintenance	HO55-03L-20 Rev. 1 p. 10	Equipment Calibration and Testing	Retain for 3 years after date of calibration/test then destroy.	Several series with similar retention requirements relating to radiation survey and administration equipment calibration and testing have been combined under HO55-03L- 20.
Imaging Services	HO55-03L-21 p. 21	Image Receptor Maintenance Logs	3 years after last entry.	CORE: Asset Management : Maintenance	GS50-06B-07 Rev. 0 p. 63	Maintenance Logs	Destroy when superseded plus 3 years.	These records are covered by CORE.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-22 p. 21	Image Receptor Spot Check Measurements and Corrective Action Records	3 years.	CORE: Asset Management : Maintenance	GS50-06E-20 Rev. 0 p. 61	Equipment and Vehicle Maintenance Reports	3 years.	These records are covered by CORE.
Imaging Services	HO55-03L-23 p. 22	Imaging Services Program Statement	Permanent.	CORE: Agency Management : Policies and Procedures	GS50-01-24 Rev. 0 p. 26	Official Agency Policy and Procedure Directives, Regulations, and Rules	Adoption – Permanent.	These records are covered by CORE.
Imaging Services	HO55-03L-24 p. 22	Individual Radiation Radioactive Material Intake Measurements and Calculation Results Used for Assessment of Internal Radiation Doses	30 years after termination of license or registration.	Public Hospitals: Health Care and Treatment: Radiation Protection Program	HO55-03L-39 Rev. 1 p. 29	Occupational and Public Dose/Exposure – Reports	Retain for 30 years after termination of last pertinent license or registration then destroy.	Several records relating to occupational and public dose or exposure calculations and reporting have been combined under HO55-03L- 39.



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<i>Public Hospitals Version 4.0</i>				<i>New (Version 5.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-26 p. 22	Laboratory and Injection Area Surveys	2 years.	Public Hospitals: Health Care and Treatment: Radiation Protection Program	HO55-03L-30 Rev. 1 p. 32	Surveys - General	Retain for 3 years after date of survey then destroy.	Several records relating to radiation surveys have been combined under HO55-03L-30.
Imaging Services	HO55-03L-27 p. 22	Medical Therapy Device and Source Inventory	3 years.	CORE: Asset Management : Inventory	GS50-08B-02 Rev. 0 p. 57	Inventory of Materials/Equipmen t, Changes and Transfers	3 years.	These records are covered by CORE.
Imaging Services	HO55-03L-28 p. 23	Mobile Nuclear Medicine Surveys	3 years.	Public Hospitals: Health Care and Treatment: Radiation Protection Program	HO55-03L-30 Rev. 1 p. 32	Surveys - General	Retain for 3 years after date of survey then destroy.	Several series with similar retention requirements relating to radiation surveys have been combined under HO55-03L-30.



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<i>Public Hospitals Version 4.0</i>				<i>New (Version 5.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-29 p. 23	Molybdenum 99 Concentration Measurements	3 years.	Public Hospitals: Health Care and Treatment: Radiation Protection Program	HO55-03L-03 Rev. 1 p. 31	Source Surveys and Tests	Retain for 3 years after date of survey/measurement then destroy.	Several series with similar retention requirements relating to source surveys and testing have been combined under HO55-03L- 03.
Imaging Services	HO55-03L-31 p. 23	Monthly Treatment Statistics	2 years.	CORE: Agency Management : Administratio n (General)	GS50-06F-03 Rev. 0 p. 7	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded. Potential archival value.	These records are covered by CORE.
Imaging Services	HO55-03L-32 p. 23	Nuclear Image Files	10 years after last treatment or 3 years after patient turns age 18, whichever is longer.	Public Hospitals: Health Care and Treatment: Diagnostic and Medical Imaging	HO55-03S-01 Rev. 1 p. 15	Diagnostic Images – Age 18 and Older	Retain for 10 years after date of test or assessment then destroy.	Various types of diagnostic and medical images have been consolidated under HO55-03S- 01.
					NEW DAN Rev. 0 p. 16	Diagnostic Images – Under Age 18	Retain for 8 years after patient attains age 18 then destroy.	



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-33 p. 23	Nuclear Medicine Annual Accuracy Tests	3 years.	CORE: Asset Management : Maintenance	GS50-06E-20 Rev. 0 p. 61	Equipment and Vehicle Maintenance Reports	3 years.	These records are covered by CORE.
Imaging Services	HO55-03L-34 p. 23	Nuclear Medicine Dose Calibration Daily Constancy Checks	3 years.	Public Health: Asset Management : Maintenance	HO55-03L-20 Rev. 1 p. 10	Equipment Calibration and Testing	Retain for 3 years after date of calibration/test then destroy.	Several series with similar retention requirements relating to equipment calibration and testing have been combined under HO55-03L- 20.



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<i>Public Hospitals Version 4.0</i>				<i>New (Version 5.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-35 p. 24	Nuclear Medicine Quarterly Linearity Tests	3 years.	Public Hospitals: Asset Management : Maintenance	HO55-03L-20 Rev. 1 p. 10	Equipment Calibration and Testing	Retain for 3 years after date of calibration/test then destroy.	Several series with similar retention requirements relating to equipment calibration and testing have been combined under HO55-03L- 20.
Imaging Services	HO55-03L-36 p. 24	Occupational and Public Radiation Dose and Exposure History Records	30 years after termination of license or registration.	Public Hospitals: Health Care and Treatment: Radiation Protection Program	HO55-03L-39 Rev. 1 p. 29	Occupational and Public Dose/Exposure – Reports	Retain for 30 years after termination of last pertinent license or registration then destroy.	Several types of records with similar retention requirements relating to occupational and public dose/exposure monitoring have been combined under this DAN. The entire series has been revised.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-38 p. 24	Occupational and Public Radiation Dose Equivalent Calculations	30 years after termination of license or registration.	Public Hospitals: Health Care and Treatment: Radiation Protection Program	HO55-03L-39 Rev. 1 p. 29	Occupational and Public Dose/Exposure – Reports	Retain for 30 years after termination of last pertinent license or registration then destroy.	Several types of records with similar retention requirements relating to occupational and public dose/exposure monitoring have been combined under this DAN. The entire series has been revised.
Imaging Services	HO55-03L-40 p. 25	Occupational and Public Radiation Dose Survey Results	30 years after termination of license or registration.	Public Hospitals: Health Care and Treatment: Radiation Protection Program	HO55-03L-39 Rev. 1 p. 29	Occupational and Public Dose/Exposure – Reports	Retain for 30 years after termination of last pertinent license or registration then destroy.	Several types of records with similar retention requirements relating to occupational and public dose/exposure monitoring have been combined under this DAN. The entire series has been revised.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-41 p. 25	Patient Log or Register	Until disposition of last patient file listed.	Public Hospitals: Health Care and Treatment: Patient Administratio n	HO55-03B-02 Rev. 1 p. 21	Master Patient Index	Retain until destruction of pertinent medical record then transfer to Washington State Archives for appraisal and selective retention.	Hospitals report that patient logs/registers have been replaced with more comprehensive patient tracking and management systems called master patient indexes.
Imaging Services	HO55-03L-44 p. 25	Radiation General and Package Survey Results	3 years.	Public Hospitals: Health Care and Treatment: Radiation Protection Program	HO55-03L-30 Rev. 1 p. 32	Surveys - General	Retain for 3 years after date of survey then destroy.	Several series with similar retention requirements relating to radiation surveys have been combined under HO55-03L-30.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-45 p. 25	Radiation Levels and Charts	3 years.	Public Hospitals: Health Care and Treatment: Radiation Protection Program	HO55-03L-30 Rev. 1 p. 32	Surveys - General	Retain for 3 years after date of survey then destroy.	Several series with similar retention requirements relating to radiation surveys have been combined under HO55-03L-30.
Imaging Services	HO55-03L-48 p. 26	Radiation Protection Program Provisions	Until termination of license or registration.	CORE: Agency Management : Policy and Procedure	GS50-01-24 Rev. 0 p. 26	Official Agency Policy and Procedure Directives, Regulations, and Rules	Adoption – Permanent.	These records are covered by CORE.
Imaging Services	HO55-03L-49 p. 26	Radiation Safety Committee Minutes	2 years.	CORE: Agency Management : Boards, Councils and Committees	GS50-05B-04 Rev. 0 p. 12	Minutes – Advisory Councils, Commissions, Committees, and Boards	6 years. Potential archival value.	These records are covered by CORE.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-50 p. 26	Radiation Source Records of Use and Storage	30 years.	Health Care and Treatment: Radiation Protection Program	HO55-03L-39 Rev. 1 p. 29	Occupational and Public Dose/Exposure – Reports	Retain for 30 years after termination of last pertinent license or registration then destroy.	Several records with similar retention requirements relating to occupational and public dose and exposure reporting have been combined under HO55-03L- 39.
Imaging Services	HO55-03L-51 p. 26	Radiation Therapy Misadministrati on Records	5 years.	Health Care and Treatment: Radiation Protection Program	HO55-03L-58 Rev. 1 p. 28	Byproduct Misadministration	Retain for 8 years after date of event then destroy.	Series title and description have been revised for clarity. Retention has been increased to account for statute of limitations for health-related claims.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-52 p. 26	Radioactive Effluent Release Measurements and Calculations	30 years after termination of pertinent license or permit.	Health Care and Treatment: Radiation Protection Program	HO55-03L-39 Rev. 1 p. 29	Occupational and Public Dose/Exposure – Reports	Retain for 30 years after termination of last pertinent license or registration then destroy.	Several records series with similar retention requirements relating to dose and exposure reports have been combined under HO55-03L- 39.
Imaging Services	HO55-03L-53 p. 26	Radioactive Materials General and Specific Licenses	Permanent.	Health Care and Treatment: Radiation Protection Program	HO55-03L-06 Rev. 1 p. 42	Medical Use Licenses	Retain for 8 years after termination of employment then destroy.	Series title and description have been revised for clarity. Retention has been decreased to be consistent with statute of limitations.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-54 p. 26	Radioactive Package Survey Results	3 years.	Health Care and Treatment: Radiation Protection Program	HO55-03L-30 Rev. 1 p. 32	Surveys – General	Retain for 3 years after date of survey then destroy.	Several series with similar retention requirements relating to general radiation surveys have been combined under HO55-03L- 30.
Imaging Services	HO55-03L-55 p. 26	Radioactive Waste Disposal Site Use Permit	6 years after termination.	CORE: Asset Management : Environment al Management	GS55-01M-04 Rev. 0 p. 50	Hazardous Waste Disposal Permits	30 years.	Hazardous waste disposal permits are covered by CORE.
Imaging Services	HO55-03L-57 p. 27	Radiopharmace utical Dosage History	Until disposition of Patient File.	Health Care and Treatment: Patient Medical Records	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health- related services then destroy.	Radiopharmaceu tical dosage histories are patient-specific records that are part of the



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
				Health Care and Treatment: Patient Medical Records	NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health-related services and 3 years after patient attains age 18 then destroy.	medical record and should be retained accordingly.
Imaging Services	HO55-03L-59 p. 27	Radiopharmaceutical or Permanent Implant Patient Release Records	3 years.	Health Care and Treatment: Patient Medical Records	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health-related services then destroy.	Patient release records are part of the patient medical record and should be retained accordingly.
					NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health-related services and 3 years after patient attains age 18 then destroy.	
Imaging Services	HO55-03L-60 p. 27	Radiopharmaceutical Requisition	6 years.	CORE: Asset Management : Purchasing/Acquisitions	GS50-08A-10 Rev. 0 p. 71	Requisitions	6 years.	Requisitions are covered by CORE.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-70 p. 29	Work Schedule		CORE: Human Resource Management : Performance Management	GS50-04B-29 Rev. 0 p. 133	Work Assignment Record, Schedule or Log	3 years.	Work schedules are covered by CORE.
In-Service Education and Training	HO55-03G-01 p. 30	Conference Room Schedules or Calendars	90 days.	CORE: Asset Management : Leasing/Usag e	GS51-07-11 Rev. 0 p. 59	Facility Rental/Use Schedule	3 years.	These records are covered by the Common Records Retention Schedule (CORE).
Institutional Review Board	HO55-03U-03 p. 31	Institutional Review Board Correspondence	3 years.	Research Management : Institutional Review Boards	HO55-03U-04 Rev. 1 p. 65	Institutional Review Boards – General Board Records	Retain for 3 years after date of document then transfer to Washington State Archives.	A number of previously unscheduled IRB records with the same retention requirements under 45 CFR 46.115 have been combined under HO55- 03U-04 and HO55-03U-02.
					HO55-03U-02 Rev. 1 p. 66	Institutional Review Boards – Research Conducted	Retain for 3 years after completion of research then arrange for appraisal by Washington State Archives.	



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Institutional Review Board	HO55-03U-08 p. 31	Research Proposals	3 years after completion.	Research Management : Institutional Review Boards	HO55-03U-04 Rev. 1 p. 66	Institutional Review Boards – General Board Records	Retain for 3 years after date of document then transfer to Washington State Archives.	A number of previously unscheduled IRB records with the same retention requirements under 45 CFR 46.115 have been combined under HO55- 03U-04 and HO55-03U-02.
					HO55-03U-02 Rev. 1 p. 66	Institutional Review Boards – Research Conducted	Retain for 3 years after completion of research then arrange for appraisal by Washington State Archives.	A number of previously unscheduled IRB records with the same retention requirements under 45 CFR 46.115 have been combined under HO55- 03U-04 and HO55-03U-02.



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<i>Public Hospitals Version 4.0</i>				<i>New (Version 5.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Institutional Review Board	HO55-03U-09 p. 31	Review Activity Files, Continuing	3 years.	Research Management : Institutional Review Boards	HO55-03U-02 Rev. 1 p. 66	Institutional Review Boards – Research Conducted	Retain for 3 years after completion of research then arrange for appraisal by Washington State Archives.	Several institutional review board series relating to research conducted have been combined under HO55- 03U-02.
Institutional Review Board	HO55-03U-10 p. 32	Statements of Significant New Findings Provided to Subjects	3 years.	Research Management : Institutional Review Boards	HO55-03U-02 Rev. 1 p. 66	Institutional Review Boards – Research Conducted	Retain for 3 years after completion of research then arrange for appraisal by Washington State Archives.	Several institutional review board series relating to research conducted have been combined under HO55- 03U-02.
Laboratory Services	HO55-03H-01 p. 33	Hematology and Cytology Reports – Abnormal Results	10 years after examination.	Health Care and Treatment: Patient Medical Records	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health- related services then destroy.	Hematology and cytology reports are part of the patient medical record and should be retained accordingly.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
					NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health- related services and 3 years after patient attains age 18 then destroy.	Hematology and cytology reports are part of the patient medical record and should be retained accordingly.
Laboratory Services	HO55-03H-02 p. 33	Hematology and Cytology Reports – Negative Results	10 years after examination.	Health Care and Treatment: Patient Medical Records	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health- related services then destroy.	Hematology and cytology reports are part of the patient medical record and should be retained accordingly.
					NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health- related services and 3 years after patient attains age 18 then destroy.	
Laboratory Services	HO55-03H-03 p. 33	Instrument Logs	Life of instrument.	CORE: Asset Management : Maintenance	GS50-06E-06 Rev. 0 p. 61	Equipment and Vehicle Maintenance and History Files	Until disposal or sale of equipment or vehicle.	Instrument logs are equipment maintenance records, which are covered by CORE.



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<i>Public Hospitals Version 4.0</i>				<i>New (Version 5.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Laboratory Services	HO55-03H-06 p. 33	Requests for Tests	For transfusion services: 5 years. For all other services: 2 years.	Laboratory and Pathology Management : Laboratory (General)	HO55-03H-05 Rev. 1 p. 47	Quality Control and Assurance – Transfusion Services	Retain for 5 years after conclusion of quality control testing then destroy.	Lab test requisitions are quality control and assurance records, which have been combined under HO55-03H-05 and NEW DAN.
					NEW DAN Rev. 0 p. 44	Quality Control and Assurance – Non- Transfusion Services	Retain for 2 years after conclusion of quality control testing then destroy.	
Long-Term Care Facilities	HO55-03R-01 p. 35	Dialysis Services Agreements	6 years after termination.	CORE: Agency Management : Contracts/Ag reements	GS50-01-11 Rev. 0 p. 20	Contracts and Agreements	Retain for 6 years after termination or expiration of instrument then destroy.	Agreements are covered by CORE.
Long-Term Care Facilities	HO55-03R-02 p. 35	Disaster Preparedness Plans	Permanent.	CORE: Agency Management : Risk Management /Insurance	GS50-14-03 Rev. 0 p. 27	Disaster Preparedness and Recovery Plans	Destroy when obsolete or superseded plus 6 years - Potential archival value - See remarks	Disaster preparedness and recovery plans are covered by CORE.
Long-Term Care Facilities	HO55-03R-03 p. 35	Drug Therapy Continuity Records	10 years after termination of residency.	Health Care and Treatment: Patient	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health- related services then destroy.	Drug therapy continuity records are part of the patient



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
				Medical Records	NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health- related services and 3 years after patient attains age 18 then destroy.	medical record and should be retained accordingly.
Long-Term Care Facilities	HO55-03R-05 p. 35	Long Term Care Facility License	Permanent.	CORE: Agency Management : Administratio n (General)	GS50-01-42 Rev. 0 p. 5	Accreditation, Certification, and License Documentation for Agency Functions and Operations	Until superseded or terminated plus 6 years	LTC facility licenses are agency licensing records, which are covered by CORE.
Long-Term Care Facilities	HO55-03R-07 p. 36	Notice to Residents of Legal Rights and Services	10 years after termination of residency or 3 years past age of majority, whichever is longer.	Health Care and Treatment: Patient Medical Records	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health- related services then destroy.	Signed patient acknowledgeme nts are part of the patient medical record and should be retained accordingly.
					NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health- related services and 3 years after patient attains age 18 then destroy.	



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Long-Term Care Facilities	HO55-03R-08 p. 36	Resident Minimum Data Sets	10 years after termination of residency or 3 years past age of majority, whichever is longer.	Health Care and Treatment: Patient Medical Records	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health- related services then destroy.	Minimum data sets are part of the LTC/nursing facility's patient medical record and should be retained accordingly.
					NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health- related services and 3 years after patient attains age 18 then destroy.	
Long-Term Care Facilities	HO55-03R-09 p. 36	Schedule II and Schedule III Drug Record Book	6 years after last entry.	Pharmacy Management : Drug Accountabilit y	HO55-03O-09 Rev. 1 p. 54	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	Multiple series relating to pharmaceutical inventory accountability have been combined under HO55-03O-09.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Long-Term Care Facilities	HO55-03R-10 p. 36	Transfer Agreements with Hospitals Approved for Participation Under Medicare and Medicaid Programs	6 years after termination.	CORE: Agency Management : Contracts/Ag reements	GS50-01-11 Rev. 0 p. 20	Contracts and Agreements	Retain for 6 years after termination or expiration of instrument then destroy.	Agreements are covered by CORE.
Long-Term Care Facilities	HO55-03R-11 p. 36	Tuberculosis Tests for Employees	6 years after termination of employment.	CORE: Human Resource Management : Occupational Health and Safety	GS51-05D-10 Rev. 0 p. 128	Employee Medical and Exposure Records	Termination of employment plus 30 years.	Employee medical and exposure records are covered by CORE.
Long-Term Care Facilities	HO55-03R-12 p. 37	Tuberculosis Tests for Residents	10 years after termination of residency or 3 years past age of	Health Care and Treatment: Patient	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health- related services then destroy.	Resident medical tests are part of the patient medical record



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
			majority, whichever is longer.	Medical Records	NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health- related services and 3 years after patient attains age 18 then destroy.	and should be retained accordingly.
Medical Records	HO55-03I-01 p. 38	Admissions, Discharge and Transfer Monthly Report	3 years.	CORE: Agency Management : Administratio n (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models and Analyses	Destroy when obsolete or superseded - Potential archival value	These records are covered by the Common Records Retention Schedule (CORE).
Medical Records	HO55-03I-03 p. 38	Discharge Report	3 years.	CORE: Agency Management : Administratio n (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models and Analyses	Destroy when obsolete or superseded - Potential archival value	These records are covered by the Common Records Retention Schedule (CORE).
Medical Records	HO55-03I-04 p. 38	Emergency Room Reports	10 years after last discharge or 3 years after patient turns age	Health Care and Treatment: Patient	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health- related services then destroy.	Emergency room reports are part of the patient medical record



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
			18, whichever is longer.	Medical Records	NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health-related services and 3 years after patient attains age 18 then destroy.	and should be retained accordingly.
Medical Records	HO55-03I-05 p. 38	Fetal Monitor Tapes	3 years after patient turns age 18.	Health Care and Treatment: Patient Medical Records	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health-related services then destroy.	Fetal monitor tapes are part of the patient medical record and should be retained accordingly.
					NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health-related services and 3 years after patient attains age 18 then destroy.	



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<i>Public Hospitals Version 4.0</i>				<i>New (Version 5.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Medical Records	HO55-03I-06 p. 39	<i>Indices to Patient Medical Records/Medic al Records Database</i>	Permanent.	Health Care and Treatment: Patient Administratio n	HO55-03B-02 Rev. 1 p. 26	<i>Master Patient Index</i>	Retain until destruction of pertinent medical record then transfer to Washington State Archives for appraisal and selective retention.	The Master Patient Index series has been added because this was a previously unscheduled record that is maintained by most hospitals. HO55-03I-06 has been subsumed by this series.
Medical Records	HO55-03I-08 p. 40	<i>Patient Treatment Logs</i>	3 years.	Health Care and Treatment: Patient Administratio n	HO55-03B-02 Rev. 1 p. 21	<i>Master Patient Index</i>	Retain until destruction of pertinent medical record then transfer to Washington State Archives for appraisal and selective retention.	This outdated records series has been replaced with the Master Patient Index.
Medical Staff	HO55-03J-02 p. 41	<i>Departmental Staff Committee Minutes</i>	3 years.	CORE: Agency Management : Administratio n (General)	GS50-01-43 Rev. 0 p. 8	<i>Minutes and Files of General Office Meetings</i>	Date of document plus 2 years	Meeting minutes are covered by CORE.



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<i>Public Hospitals Version 4.0</i>				<i>New (Version 5.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Medical Staff	HO55-03J-03 p. 41	Doctor's Personnel File	6 years after termination of practice at district hospital.	CORE: Human Resource Management : Personnel	GS50-04B-06 Rev. 0 p. 135	Personnel File	Termination plus 6 years.	Personnel records are covered by CORE.
Morgue	HO55-03A-03 p. 42	Autopsy Authorizations, Post Mortem	10 years.					These records have been removed from the <i>Public Hospitals</i> schedule because they are coroner/medical examiner records, which are covered by <i>LGRRS</i> .



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Morgue	HO55-03A-03 p. 42	Deceased Personal Property Report	6 years.					These records have been removed from the <i>Public Hospitals</i> schedule because they are coroner/medical examiner records, which are covered by LGRRS.
Nursing	HO55-03K-01 p. 43	Committee Meeting Minutes	2 years.	CORE: Agency Management : Boards, Councils and Committees	GS50-05B-04 Rev. 0 p. 12	Minutes – Advisory Councils, Commissions, Committees, and Boards	6 years. Potential archival value.	Meeting minutes are covered by CORE.
Nursing	HO55-03K-02 p. 43	Staff Meeting Minutes	2 years.	CORE: Agency Management : Administratio n (General)	GS50-01-43 Rev. 0 p. 8	Minutes and Files of General Office Meetings	Date of document plus 2 years.	Meeting minutes are covered by CORE.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pathology	HO55-03N-01 p. 45	Autopsy Blocks	5 years.					This DAN has been discontinued because these records do not meet the definition of a public record as defined in Chapter 40.14 RCW.
Pathology	HO55-03N-02 p. 45	Autopsy Slides	10 years.					Autopsy slides have been removed from the schedule because these do not qualify as public records under the statutory definition provided in Chapter 40.14 RCW.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pathology	HO55-03N-03 p. 45	Reports/Blocks	10 years.	Laboratory and Pathology Management : Forensic Pathology	HO55-03H-07 Rev. 1 p. 46	Test Reports – General	Retain for 2 years after examination of the slide then destroy.	Pathology blocks have been removed from the schedule because these do not quality as public records under the statutory definition provided in Chapter 40.14 RCW. Lab and pathology reports are now covered by several series, broken down by differing retention guidelines as noted in the schedule.
				Laboratory and Pathology Management : Forensic Pathology	NEW DAN Rev. 0 p. 46	Reports – Pathology	Retain for 10 years after date of report then destroy.	
				Laboratory and Pathology Management : Forensic Pathology	NEW DAN Rev. 0 p. 51	Cytology Reports	Retain for 10 years after date of report then destroy.	
				Laboratory and Pathology Management : Forensic Pathology	HO55-03A-02 Rev. 1 p. 51	Reports - Forensic	Retain for the life of the agency.	



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pathology	HO55-03N-04 p. 45	<i>Slides/Surgical Slips</i>	15 years.					These records have been removed from the schedule because they do not qualify for inclusion in the schedule under the statutory definition of "public records" provided in Chapter 40.14 RCW.



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<i>Public Hospitals Version 4.0</i>				<i>New (Version 5.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pathology	HO55-03N-06 p. 45	Test Log	5 years.	Laboratory and Pathology Management : Laboratory (General)	HO55-03N-05 Rev. 1 p. 43	Accession/Test Logs	Retain for 2 years after date of entry then destroy.	Multiple series covering laboratory accession/test logs have been combined under HO55-03N-05. Entire series has been revised. Retention has been decreased in accordance with 42 CFR 493.1105.
Pathology	HO55-03N-06 p. 45	Test Results	5 years.	Laboratory and Pathology Management : Laboratory (General)	NEW DAN Rev. 0 p. 47	Test Reports – Transfusion Services	Retain for 5 years after date of report/results then destroy.	Records of test results are part of the patient medical record and should be retained accordingly.
					HO55-03H-07 Rev. 1 p. 46	Test Reports – General	Retain for 2 years after examination of the slide then destroy.	
Pharmacy	HO55-03O-01 p. 46	Alcohol Inventory and Orders	6 years.	CORE: Asset Management : Purchasing/A cquisitions	GS50-08B-05 Rev. 0 p. 70	Materials Orders/Requisitions	3 years.	Order and requisition records are covered by CORE.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
					GS50-08B-02 Rev. 0 p. 57	<i>Inventory of Materials/Equipmen t, Changes and Transfers</i>	3 years.	Inventory records are covered by CORE.
Pharmacy	HO55-030-02 p. 46	<i>Antineoplastic Medications – Documentation of Personnel Trained</i>	30 years after termination of employment.	CORE: Human Resource Management : Staff Development /Training	GS50-04G-01 Rev. 0 p. 141	<i>Employee Training History File</i>	Termination plus 6 years.	Personnel training records are covered by CORE.
Pharmacy	HO55-030-05 p. 46	<i>Controlled Substances Dispensing Record</i>	2 years after last entry.	Pharmacy Management : Drug Accountabilit y	HO55-030-09 Rev. 1 p. 54	<i>Pharmaceutical Inventory Accountability</i>	Retain for 6 years after date of destruction/disposition then destroy.	Several series with similar retention requirements relating to pharmaceutical inventory accountability have been combined under HO55-030-09.



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

The *Public Hospitals Version 4.0* series listed on the left have been discontinued. The *Public Hospitals Version 5.0* DANs that now cover the affected records series are listed on the right.

Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pharmacy	HO55-03O-06 p. 47	Controlled Substances Emergency Transfer Records	2 years.	Pharmacy Management : Drug Accountabilit y	HO55-03O-09 Rev. 1 p. 54	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	Several series with similar retention requirements relating to pharmaceutical inventory accountability have been combined under HO55-03O-09.
Pharmacy	HO55-03O-07 p. 47	Controlled Substances Receipt and Distribution Records	2 years.	Pharmacy Management : Drug Accountabilit y	HO55-03O-09 Rev. 1 p. 54	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	Several series with similar retention requirements relating to pharmaceutical inventory accountability have been combined under HO55-03O-09.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pharmacy	HO55-030-08 p. 47	Controlled Substances Samples Distribution Reports	2 years.	Pharmacy Management : Drug Accountabilit y	HO55-030-09 Rev. 1 p. 54	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	Several series with similar retention requirements relating to pharmaceutical inventory accountability have been combined under HO55-030-09.
Pharmacy	HO55-030-14 p. 48	Mechanical Floor Stock Device Record of Removal	2 years.	CORE: Agency Management : Administratio n (General)	GS50-01-42 Rev. 0 p. 5	Accreditation, Certification, and License Documentation for Agency Functions and Operations	Until superseded or terminated plus 6 years.	These records are covered by CORE.
Pharmacy	HO55-030-16 p. 48	Parenteral Products Out- Patient Distribution System Documentation	2 years after last dispensing activity.	HOSP: Pharmacy Management : Administratio n	HO55-030-22 Rev. 1 p. 52	Patient Profile and Medication Records – Age 18 and Over	Retain for 8 years after last date of service/activity then destroy.	This information is part of the patient profile/dispensi ng record and has been combined with similar DANs accordingly.
					NEW DAN Rev. 0 p. 53	Patient Profile and Medication Records – Under Age 18	Retain for 8 years after client attains age 18 then destroy.	



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pharmacy	HO55-030-17 p. 48	Parenteral Products Patient Welfare Reports	2 years.	Health Care and Treatment: Patient Medical Records	HO55-031-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health- related services then destroy.	Parenteral products patient welfare reports are part of the patient medical record and should be retained accordingly.
					NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health- related services and 3 years after patient attains age 18 then destroy.	
Pharmacy	HO55-030-20 p. 49	Pharmacy Inspections	6 years.	CORE: Agency Management : Administratio n (General)	GS50-01-42 Rev. 0 p. 5	Accreditation, Certification, and License Documentation for Agency Functions and Operations	Until superseded or terminated plus 6 years	These records are covered by the Common records Retention Schedule (CORE).
Pharmacy	HO55-030-21 p. 49	Pharmacy Licenses and Permits	Permanent.	CORE: Agency Management : Administratio n (General)	GS50-01-42 Rev. 0 p. 5	Accreditation, Certification, and License Documentation for Agency Functions and Operations	Until superseded or terminated plus 6 years.	These records are covered by the Common Records Retention Schedule (CORE).



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pharmacy	HO55-03O-24 p. 49	Radiopharmaceuticals Disposition Records	Until termination of license.	Asset Management : Disposal	HO55-03L-07 Rev. 1 p. 6	Radioactive Material – Disposal	Retain until termination of last pertinent license or registration then destroy.	This DAN has been combined with other DANs with similar retention periods relating to the disposal of radioactive materials.
Pharmacy	HO55-03O-27 p. 50	Schedule I and Schedule II Drug Completed Federal Order Forms	6 years.	Pharmacy Management : Drug Accountability	HO55-03O-09 Rev. 1 p. 54	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	This DAN has been combined with other DANs with similar retention requirements relating to pharmaceutical inventory accountability.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pharmacy	HO55-030-28 p. 50	<i>Schedule I, II, III, IV and V Drug Inventories</i>	2 years after superseded.	Pharmacy Management : Drug Accountabilit y	HO55-030-09 Rev. 1 p. 54	<i>Pharmaceutical Inventory Accountability</i>	Retain for 6 years after date of destruction/disposition then destroy.	Several series relating to pharmaceutical inventory accountability have been combined under HO55-030-09.
Pharmacy	HO55-030-30 p. 50	<i>Schedule V Drug Register</i>	6 years after last entry.	Pharmacy Management : Drug Accountabilit y	HO55-030-09 Rev. 1 p. 54	<i>Pharmaceutical Inventory Accountability</i>	Retain for 6 years after date of destruction/disposition then destroy.	Several series relating to pharmaceutical inventory accountability have been combined under HO55-030-09.
Physical Therapy and Rehabilitatio n	HO55-03P-01 p. 51	<i>Outpatient Treatment Files</i>	10 years after last discharge or 3 years after patient turns age 18, whichever is longer.	Health Care and Treatment: Patient Medical Records	HO55-03I-07 Rev. 1 p. 26	<i>Patient Medical Records – Age 18 and Over</i>	Retain for 10 years after last provision of health- related services then destroy.	Outpatient treatment files are patient medical records and should be retained as such.
					NEW DAN Rev. 0 p. 26	<i>Patient Medical Records – Under Age 18</i>	Retain for 10 years after last provision of health- related services and 3 years after patient attains age 18 then destroy.	



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Physical Therapy and Rehabilitatio n	HO55-03P-02 p. 52	Patient Treatment Files	10 years after last discharge or 3 years after patient turns age 18, whichever is longer.	Health Care and Treatment: Patient Medical Records	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health- related services then destroy.	Physical therapy and rehabilitation patient treatment files are medical records and should be retained as such.
					NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health- related services and 3 years after patient attains age 18 then destroy.	
Physical Therapy and Rehabilitatio n	HO55-03P-03 p. 52	Treatment Log and Treatment Cards	3 years.	Health Care and Treatment: Patient Administratio n	HO55-03B-02 Rev. 1 p.21	Master Patient Index	Retain until destruction of pertinent medical record then transfer to Washington State Archives for appraisal and selective retention.	Treatment logs and cards have been replaced by the master patient index; this is an outdated series.
Quality Assurance Department	HO55-03A-13 p. 53	Quality Improvement Committee/Pe er Review Committee Minutes	Permanent.	CORE: Agency Management : Boards, Councils and Committees	GS50-05B-04 Rev. 0 p. 12	Minutes – Advisory Councils, Commissions, Committees, and Boards	6 years. Potential archival value.	Minutes are covered by CORE.



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Public Hospitals Version 4.0				New (Version 5.0) Disposition Authority Information				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Quality Assurance Department	HO55-03Q-03 p. 53	Utilization Review and Quality Assurance Program Plan	Permanent. Potential archival value.	Agency Management : Policies and Procedures	GS50-01-24 Rev. 0 p. 26	Official Agency Policy and Procedure Directives, Regulations, and Rules	Adoption – Permanent.	These records are covered by CORE.
Quality Assurance Department	HO55-03Q-05 p. 53	WSPRO/PRO Studies	3 years.	CORE: Records with Minimal Retention Value	GS50-02-03 Rev. 0 p. 158	General Information – External	Retain until no longer needed for agency business then destroy.	These records are covered by CORE.
Respiratory Care	HO50-03S-02 p. 54	Patient Treatment Log	3 years.	Health Care and Treatment: Patient Medical Records	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health-related services then destroy.	Patient treatment information is part of the patient medical record and should be retained accordingly.
					NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health-related services and 3 years after patient attains age 18 then destroy.	
Respiratory Care	HO55-03S-03 p. 54	Pulmonary Function and Other Respiratory	3 years.	Health Care and Treatment: Patient	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health-related services then destroy.	Any patient medical testing information is part of the



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<i>Public Hospitals Version 4.0</i>				<i>New (Version 5.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
		Tests		Medical Records	NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health- related services and 3 years after patient attains age 18 then destroy.	patient medical record and should be retained accordingly.
Social Services	HO55-03W-01 p. 55	Client (Patient) Case Files (Treatment Completed and Case Closed)	10 years after last discharge or 3 years after client turns age 18, whichever is longer.	LGGRRS: Social Services	GS50-25-02 p. 161	Client Case Files (Treatment Completed and Case Closed) Social Services	Adults: 8 years. Minors: 8 years, or 3 years past age of majority, whichever is longer.	These records are covered by the Local Government General Records Retention Schedule (LGGRRS).
Social Services	HO50-03W-02 p. 55	Client (Patient) Service Log	Until disposition of last client (patient) file listed.	CORE: Records Management	GS50-09-02 Rev. 1 p. 155	Records Control	Retain until no longer needed for agency business then destroy.	These are logs of social service cases at the agency, which are covered by CORE.



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<i>Public Hospitals Version 4.0</i>				<i>New (Version 5.0) Disposition Authority Information</i>				
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Social Services	HO55-03W-03 p. 55	<i>Involuntary Commitment Case Files (Proceeding Completed and Case Closed)</i>	10 years after last discharge or 3 years after client turns age 18, whichever is longer.	LGGRRS: Social Services	GS50-25-05 p. 162	<i>Involuntary Commitment Case Files Social Services (Proceedings Completed and Case Closed)</i>	Superior Court retains the primary copy.	These records are covered by the Local Government General Records Retention Schedule (LGGRRS).
Social Services	HO55-03W-04 p. 55	<i>Statistical Reports to Department of Social and Health Service or Other Such Agencies</i>	2 years. Potential archival value.	LGGRRS: Social Services	GS50-25-07 p. 162	<i>Statistical Reports to Department of Social and Health Services or Other Such Agencies Social Services</i>	2 years. Potential archival value.	These records are covered by the Local Government General Records Retention Schedule (LGGRRS).
Speech and Hearing	HO55-03T-01 p. 56	<i>Patient Treatment Log</i>	3 years.	Health Care and Treatment: Patient Medical Records	HO55-03I-07 Rev. 1 p. 26	<i>Patient Medical Records – Age 18 and Over</i>	Retain for 10 years after last provision of health- related services then destroy.	Patient treatment records are part of the patient medical record and should be retained accordingly.
					NEW DAN Rev. 0 p. 26	<i>Patient Medical Records – Under Age 18</i>	Retain for 10 years after last provision of health- related services and 3 years after patient attains age 18 then destroy.	



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in <i>Version 5.0</i> page order.)						
Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Function: Activity	Title	DAN	Function: Activity	Title	DAN(s)	Changes:
Admitting	<i>Patient Valuables Log</i>	HO55-03B-03 p. 5	Health Care and Treatment: Patient Administration	<i>Patient Valuables</i>	HO55-03B-03 Rev. 1 p. 21	Retention cutoff added. Minor revision to series title. Series description added.
Admitting	<i>Surgery Schedule/Operation Register</i>	HO55-03B-04 p. 5	Health Care and Treatment: Patient Administration	<i>Master Patient Index</i>	HO55-03B-02 Rev. 1 p. 21	Retain until destruction of pertinent medical record then transfer to Washington State Archives for appraisal and selective retention.
Admitting	<i>Patient Register</i>	HO55-03B-02 p. 6	Health Care and Treatment: Patient Administration	<i>Master Patient Index</i>	HO55-03B-02 Rev. 1 p. 21	Revisions to series title and description to more accurately reflect the Master Patient Index which, in current systems, has replaced patient registers. Retention has been increased to reflect American Health Information Management Association retention recommendations and business need. Archival designation has been added.
Ambulatory Surgical Center	<i>Legend Drug Order</i>	HO55-03Y-02 p. 9	Pharmacy Management: Drug Accountability	<i>Legend Drug Orders</i>	HO55-03Y-02 Rev. 1 p. 54	Retention cutoff added. Series description added.
Central Services	<i>Autoclave Records</i>	HO55-03C-01 p. 10	Asset Management: Maintenance	<i>Equipment Sterilization/Infection Control</i>	HO55-03C-01 Rev. 1 p. 11	Retention increased to 8 years to provide for statute of limitations on health-related claims. Series revised to include infection control activities, as well. Series description revised.



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in Version 5.0 page order.)						
Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Dietary	Meal Counts	HO55-03D-03 p. 11	Hospital Support Services: Food Services	Meal Counts	HO55-03D-03 Rev. 1 p. 34	Retention cutoff added. Series description added.
Dietary	Menus for Hospital Cafeteria	HO55-03D-04 p. 11	Hospital Support Services: Food Services	Menus – Cafeteria	HO55-03D-04 Rev. 1 p. 34	Retention cutoff added. Minor revision to series title. Series description revised. Archival designation has been added.
Dietary	Patient Menus	HO55-03D-06 p. 11	Hospital Support Services: Food Services	Menus – Patient	HO55-03D-06 Rev. 1 p. 34	Retention cutoff added. Minor revision to series title. Series description added.
Emergency Department	Physician Call Schedule	HO55-03E-02 p. 12	Human Resource Management: Performance Management	Physician Call Schedules	HO55-03E-02 Rev. 1 p. 40	Retention cutoff added. Minor revisions to series description.
Home Health & Home Hospice Care	Equipment Maintenance Records	HO55-03X-01 p. 13	Asset Management: Leasing/Usage	In-Home Equipment	HO55-03X-01 Rev. 1 p. 8	Minor revision to retention period wording. Series title revised. Series description revised.
Hospital Licensing and Regulation	Responses to Deficiencies	HO55-03V-04 p. 15	Agency Management: Community Relations	Patient Relations	HO55-03V-04 Rev. 1 p. 5	Several types of records relating to patient inquiries, complaints, and grievances have been combined under this DAN. Retention has increased to provide for statute of limitations for health-related claims. Entire series has been revised.



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in <i>Version 5.0</i> page order.)						
<i>Public Hospitals Version 4.0</i>			<i>New (Version 5.0) Disposition Authority Information</i>			
Imaging Services	<i>Air Sampling Survey Records</i>	HO55-03L-01 p. 19	Health Care and Treatment: Radiation Protection Program	<i>Occupational and Public Dose/Exposure – Reports</i>	HO55-03L-39 Rev. 1 p. 29	Several types of records with similar retention requirements relating to occupational and public dose/exposure monitoring have been combined under this DAN. The entire series has been revised.
Imaging Services	<i>Brachytherapy Source Records and Radiation Survey Records</i>	HO55-03L-03 p. 19	Health Care and Treatment: Radiation Protection Program	<i>Source Surveys and Tests</i>	HO55-03L-03 Rev. 1 p. 31	Multiple series with similar retention requirements relating to byproduct source surveys and tests have been combined under this DAN. Retention cutoff added.
Imaging Services	<i>Byproduct Material Medical Use Licenses</i>	HO55-03L-06 p. 19	Health Care and Treatment: Radiation Protection Program	<i>Medical Use Licenses</i>	HO55-03L-06 Rev. 1 p. 42	Retention changed from “permanent” to “8 years after termination of employment then destroy.” Series description added.
Imaging Services	<i>Byproduct Material Records of Disposal</i>	HO55-03L-07 p. 19	Asset Management: Disposal	<i>Radioactive Material – Disposal</i>	HO55-03L-07 Rev. 1 p. 6	Retention period wording revised to include the possibility that there might be more than one pertinent NRC license. Series title revised. Series description added.
Imaging Services	<i>Byproduct Material Records of Receipt</i>	HO55-03L-08 p. 20	Asset Management: Inventory	<i>Radioactive Material – Acquisition/Transfer</i>	HO55-03L-08 Rev. 1 p. 7	Series title revised. Series description added.
Imaging Services	<i>Diagnostic Radiology Equipment Specifications and Acceptance Testing Records</i>	HO55-03L-10 p. 20	Asset Management: Purchasing/Acquisition	<i>Acceptance Testing</i>	HO55-03L-10 Rev. 1 p. 14	Series title revised. Series description added. Minor revision to retention period wording.



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in <i>Version 5.0</i> page order.)						
Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Imaging Services	Image Receptor Calibration Instructions	HO55-03L-19 p. 21	Asset Management: Maintenance	Calibration Instructions – Image Receptors	HO55-03L-19 Rev. 1 p. 9	Minor revision to retention wording. Series title revised. Series description added.
Imaging Services	Image Receptor Calibration Measurements	HO55-03L-20 p. 21	Asset Management: Maintenance	Equipment Calibration and Testing	HO55-03L-20 Rev. 1 p. 10	Several series with similar retention requirements relating to equipment calibration and testing have been combined under this DAN. Series has been revised and condensed in entirety.
Imaging Services	Interpretation Reports (Authenticated)	HO55-03L-25 p. 22	Health Care and Treatment: Patient Medical Records	Interpretation Requests	HO55-03L-25 Rev. 1 p. 25	This series has been broadened to cover any/all records relating to language interpretation requests received by the hospital. The retention was revised to account for the fact that these records, once authenticated, are added to the patient medical record.
Imaging Services	Monthly Radiation Survey of Hot Lab, Treatment, Working, Reception	HO55-03L-30 p. 23	Health Care and Treatment: Radiation Protection Program	Surveys - General	HO55-03L-30 Rev. 1 p. 32	Several series with similar retention requirements relating to radiation surveys have been combined under this DAN. Retention cutoff added. Series description added.
Imaging Services	Occupational and Public Radiation Dose and Exposure History Report Working Files	HO55-03L-37 p. 24	Health Care and Treatment: Radiation Protection Program	Occupational and Public Dose/Exposure – Working Files	HO55-03L-37 Rev. 1 p. 30	Minor revision to series title. Series description revised.



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in Version 5.0 page order.)						
Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Imaging Services	Occupational and Public Radiation Dose Measurement and Calculation Data	HO55-03L-39 p. 24	Health Care and Treatment: Radiation Protection Program	Occupational and Public Dose/Exposure – Reports	HO55-03L-39 Rev. 1 p. 29	Minor revision to series title. Series description added.
Imaging Services	Public Radiation Dose Records	HO55-03L-32 p. 25	Health Care and Treatment: Radiation Protection Program	Public Dose Limit Compliance	HO55-03L-42 Rev. 1 p. 30	Several record series with similar retention requirements relating to public radiation doses have been combined under HO55-03L-42.
Imaging Services	Radiation Machine Facility Registration File	HO55-03L-46 p. 25	Asset Management: Maintenance	Radiation Machine Registrations	HO55-03L-46 Rev. 1 p. 11	Minor revision to series title. Series description added.
Imaging Services	Radiation Protection Program Audits and Reviews	HO55-03L-47 p. 25	Hospital Support Services: Quality Assurance and Compliance	Radiation Protection Program Audits and Reviews	HO55-03L-47 Rev. 1 p. 38	Series and retention cutoff added.
Imaging Services	Public Radiation Dose Records	HO55-03L-42 p. 25	Health Care and Treatment: Radiation Protection Program	Public Dose Limit Compliance	HO55-03L-42 Rev. 1 p. 30	Minor revision to series title. Series description revised.
Imaging Services	Radiation Dosage Record	HO55-03L-43 p. 25	Health Care and Treatment: Radiation Protection Program	Radiation Doses	HO55-03L-43 Rev. 1 p. 31	Retention cutoff added. Minor revision to series title. Series description added.
Imaging Services	Radiopharmaceutical Assay Results	HO55-03L-56 p. 27	Health Care and Treatment: Radiation Protection Program	Radiopharmaceutical Assays	HO55-03L-56 Rev. 1 p. 31	Retention cutoff added. Minor revision to series title. Minor revisions to series description.
Imaging Services	Radiopharmaceutical Misadministration Records	HO55-03L-58 p. 27	Health Care and Treatment: Radiation Protection Program	Byproduct Medical Events	HO55-03L-58 Rev. 1 p. 28	Series title revised. Series description added. Retention cutoff added.



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The records series listed below have been revised; changes and rational are provided. (List is in Version 5.0 page order.)						
Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Imaging Services	Restricted Area Employee Working Instructions	HO55-03L-61 p. 27	Human Resource Management: Staff Development/Training	Instruction/Training – Occupational Doses	HO55-03L-61 Rev. 1 p. 42	Retention revised from permanent to be consistent with WAC 246-222-030(2), which requires the retention of instructions to workers for inspection by the Washington State Department of Health until further notice. Series description revised to include requirement that DOH destruction eligibility be provided before the records can be destroyed in accordance with this retention schedule.
Imaging Services	Roentgenograms and Negative Chest Films	HO55-03L-62 p. 27	Health Care and Treatment: Diagnostic and Medical Imaging	Diagnostic Images – Age 18 and Older	HO55-03S-01 Rev. 1 p. 15	Roentgenograms and negative chest films have been combined with other, similar series under HO55-03S-01.
				Diagnostic Images – Under Age 18	NEW DAN Rev. 0 p. 16	
Imaging Services	Safety Instructions	HO55-03L-63 p. 28	Human Resource Management: Staff Development/Training	Instruction/Training – Radiation Protection	HO55-03L-63 Rev. 1 p. 42	Series broadened to include records relating to safety instruction provided in accordance with WACs 246-240-204, 246-240-263, or 246-240-360.
Imaging Services	Teletherapy Calibration Calculations	HO55-03L-64 p. 28	Asset Management: Maintenance	Teletherapy Calibration Calculations	HO55-03L-64 Rev. 1 p. 12	Retain until termination of equipment license then destroy.



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Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Imaging Services	Teletherapy Licensee's Evaluation of Qualified Calibration Expert's Training and Experience	HO55-03L-66 p. 28	Asset Management: Maintenance	Calibration Expert Evaluations	HO55-03L-66 Rev. 1 p. 9	Series title revised for clarity. Series description added. Retention cutoff added.
Imaging Services	Teletherapy Source Full Calibration Measurements	HO55-03L-67 p. 28	Asset Management: Maintenance	Equipment Calibration and Testing	HO55-03L-20 Rev. 1 p. 10	Retention revised to be consistent with retention requirements in 10 CFR 35.2632, which requires the retention of teletherapy full calibration records for 3 years.
Imaging Services	Teletherapy Source Installation Radiation Measurements	HO55-03L-68 p. 29	Asset Management: Maintenance	Teletherapy Source Installation Radiation Measurements	HO55-03L-68 Rev. 1 p. 13	Series description added.
Imaging Services	Teletherapy Unit Five Year Inspection Records	HO55-03L-69 p. 29	Asset Management: Maintenance	Teletherapy Five-Year/Source Replacement Inspections	HO55-03L-69 Rev. 1 p. 12	Retention period increased to be consistent with WAC 246-240-632. Series description added. Minor revision to series title.
In-Service Education and Training	Participant Lists	HO55-03G-02 p. 30				These records will be covered by a new series in CORE.
In-Service Education and Training	Participant Timesheet	HO55-03G-03 p. 30				These records will be covered by a new series in CORE.
In-Service Education and Training	Record of Required Annual Training for All District Employees	HO55-03G-04 p. 30	CORE: Human Resource Management: Staff Development/Training	Employee Training History File	GS50-04G-01 p. 141	These records are covered by the Common Records Retention Schedule (CORE).



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in Version 5.0 page order.)						
Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Institutional Review Board	Consent Documents, Approved	HO55-03U-01 p. 31	Research Management: Institutional Review Board Management	Institutional Review Boards – Research Conducted	HO55-03U-02 Rev. 1 p. 66	This series has been combined with other series relating to research conducted.
Institutional Review Board	Injury Reports	HO55-03U-02 p. 31	Research Management: Institutional Review Boards	Institutional Review Boards – Research Conducted	HO55-03U-02 Rev. 1 p. 66	Multiple series have been combined under HO55-03U-02. Series broadened to include all IRB records which are required to be retained for 3 years after completion of research in accordance with 45 CFR 46.115. Archival designation has been added.
Institutional Review Board	Institutional Review Board Membership Lists	HO55-03U-04 p. 31	Research Management: Institutional Review Boards	Institutional Review Boards – General Board Records	HO55-03U-04 Rev. 1 p. 65	Multiple series have been combined under HO55-03U-02. Series broadened to include all IRB records which are required to be retained for 3 years after completion of research in accordance with 45 CFR 46.115. Archival designation has been added.
Institutional Review Board	Investigators' Reports	HO55-03U-07 p. 31	Research Management: Institutional Review Board Management	Institutional Review Boards – Principal Investigator Records	HO55-03U-07 Rev. 1 p. 65	Retention increased from 3 years to 6 years after completion of research to comply with 45 CFR 46.115.
Laboratory Services	Quality Control Tests	HO55-03H-05 p. 33	Laboratory and Pathology Management: Laboratory (General)	Quality Control and Assurance – Transfusion Services	HO55-03H-05 Rev. 1 p. 44	New series created to account for differing retention needs for transfusion and non-transfusion – related records per WAC 246.388.070. Existing DAN has been revised accordingly.
				Quality Control and Assurance – Non-Transfusion Services	NEW DAN Rev. 0 p. 45	



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in Version 5.0 page order.)						
Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Laboratory Services	Test Results, Lab Reports	HO55-03H-07 p. 34	Laboratory and Pathology Management: Laboratory (General)	Test Reports – General	HO55-03H-07 Rev. 1 p. 46	Minor revision to series title. Series description has been revised. Separate series for transfusion services has been created and separated out from this DAN.
Long-Term Care Facilities	Emergency Kit Drug Receipt and Removal Records	HO55-03R-04 p. 35	Health Care and Treatment: Nursing Facility Management	Emergency Kit Drugs	HO55-03R-04 Rev. 1 p. 18	Series description and retention cutoff added.
Long-Term Care Facilities	Names of Persons Seeking Admission Register	HO55-03R-06 p. 35	Health Care and Treatment: Nursing Facility Management	Persons Seeking Admission	HO55-03R-06 Rev. 1 p. 19	Series title revised. Series description added. Minor revision of retention cutoff to include “last entry/activity.”
Medical Records	Birth Room Records	HO55-03I-02 p. 38	Health Care and Treatment: Patient Administration	Maternity Registers	HO55-03I-02 Rev. 1 p. 21	Retention cutoff added. Minor revisions to series title. Minor revisions to series description. Archival designation has been added.
Medical Records	Discharge Report	HO55-03I-03 p. 38	Health Care and Treatment: Patient Medical Records	Patient Medical Records – Age 18 and Over	HO55-03I-07 Rev. 1 p.26	Discharge reports are part of the patient medical record and should be retained accordingly.
				Patient Medical Records – Under Age 18	NEW DAN Rev. 0 p. 26	
Medical Records	Patient Case Files	HO55-03I-07 p. 40	Health Care and Treatment: Patient Medical Records	Patient Medical Records – Age 18 and Over	HO55-03I-07 Rev. 1 p. 26	A separate series has been created to accommodate unique retention needs for medical records of juveniles. Entire series has been revised accordingly. Several DANs covering records that are considered part of the patient medical record have been subsumed by these DANs.
				Patient Medical Records – Under Age 18	NEW DAN Rev. 0 p. 26	



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in Version 5.0 page order.)						
Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Morgue	Autopsy Reports	HO55-03A-02 p. 42	Laboratory and Pathology Management: Forensic Pathology	Reports – Forensic	HO55-03A-02 Rev. 1 p. 51	Retention increased to be consistent with the College of American Pathologists retention recommendation that these records be retained indefinitely. Archival designation has been added.
Operating Room	Operating/Recovery Room Record or Log	HO55-03M-01 p. 44	Health Care and Treatment: Patient Administration	Operative Indexes	HO55-03M-01 Rev. 1 p. 21	Series description added. Minor revision to series title. Archival designation has been added. Retention has been increased to 10 years per the American Health Information Management Association retention recommendation.
Pathology	Test Log	HO55-03N-05 p. 45	Laboratory and Pathology Management: Laboratory (General)	Accession/Test Logs	HO55-03N-05 Rev. 1 p. 43	Retention decreased from 5 years to 2 years in accordance with 42 CFR 493.1105.
Pharmacy	Complaint Files	HO55-03O-03 p. 46	Pharmacy Management: Quality Assurance and Control	Pharmaceutical Complaints and Investigations	HO55-03O-03 Rev. 1 p. 57	Series description added. Archival designation added. Series title revised for clarity.
Pharmacy	Compounding Practices Reports	HO55-03O-04 p. 46	Pharmacy Management: Quality Assurance and Control	Compounding Practices Reports	HO55-03O-04 Rev. 1 p. 56	Retention cutoff added. Minor revision to series description.



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in Version 5.0 page order.)						
Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Pharmacy	Controlled Substances Use and Accountability Records	HO55-030-09 p. 47	Pharmacy Management: Drug Accountability	Pharmaceutical Inventory Accountability	HO55-030-09 Rev. 1 p. 54	Multiple series relating to pharmaceutical inventory accountability have been combined. Series title and description revised. Retention has been increased to 6 years for consistency.
Pharmacy	Drug Distribution Error Incident Reports	HO55-030-10 p. 47	Pharmacy Management: Quality Assurance and Control	Drug Distribution Errors	HO55-030-10 Rev. 1 p. 56	Minor revision to series title. Series description added. Retention cutoff added.
Pharmacy	Home Dialysis Program – Record of Shipments of Drugs	HO55-030-11 p. 47	Pharmacy Management: Drug Accountability	Home Dialysis Program – Drug Shipment	HO55-030-11 Rev. 1 p. 54	Minor revision to series title. Series description added.
Pharmacy	Laboratory Data Relating to Each Batch of Drug	HO55-030-12 p. 48	Pharmacy Management: Administration	Batch Data	HO55-030-12 Rev. 1 p. 53	Minor revision to series title. Series description added. Retention has been increased to allow for claims that may be brought as a result of contaminated/defective drugs.
Pharmacy	Monthly Inspection of Hospital Nursing Care Units Where Medications are Administered or Stored	HO55-030-15 p. 48	Pharmacy Management: Quality Assurance and Control	Monthly Inspections – Hospital/Nursing Care Units	HO55-030-15 Rev. 1 p. 56	Minor revision to series title. Series description added. Retention increased to 3 years for auditing purposes.
Pharmacy	Parenteral Products Tests for Microbial Contamination	HO55-030-18 p. 49	Pharmacy Management: Administration	Parenteral Product Contamination Testing	HO55-030-18 Rev. 1 p. 57	Minor revision to series title. Series description added.



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in Version 5.0 page order.)						
Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Pharmacy	Pharmaceutical Wholesaler Inventories	HO55-030-19 p. 49	Pharmacy Management: Drug Accountability	Pharmaceutical Wholesaler Inventories	HO55-030-19 Rev. 1 p. 55	Series description added.
Pharmacy	Prescriptions	HO55-030-22 p. 49	Pharmacy Management: Administration	Patient Profile and Medication Records – Age 18 and Over	HO55-030-22 Rev. 1 p. 52	Multiple series that are now parts of the patient profile/dispensing records have been combined; the entire series has been revised accordingly. Retention has been increased to 8 years to allow for statute of limitations.
Pharmacy	Radiopharmaceuticals Acquisition Records	HO55-030-23 p. 49	Asset Management: Inventory	Radioactive Material – Acquisition/Transfer	HO55-03L-08 Rev. 1 p. 7	These records are covered by CORE.
Pharmacy	Record of Returned Pharmaceuticals	HO55-030-25 p. 49	Pharmacy Management: Quality Assurance and Control	Returned Pharmaceuticals	HO55-030-25 Rev. 1 p. 58	Minor revision to series title. Series description added.
Pharmacy	Schedule I and Schedule II Chemicals Records for Tableting or Encapsulating Machines	HO55-030-26 p. 50	Pharmacy Management: Quality Assurance and Control	Regulated Chemical Tableting	HO55-030-26 Rev. 1 p. 58	Revision to series title. Addition of series description.
Pharmacy	Schedule V Drug Dispensing Records	HO55-030-29 p. 50	Pharmacy Management: Drug Accountability	Schedule V Drugs Dispensed	HO55-030-29 Rev. 1 p. 55	Revision to series title. Addition of series description.
Pharmacy	Therapeutically Equivalent Drug Substitution Authorization	HO55-030-31 p. 50	Pharmacy Management: Quality Assurance and Control	Therapeutically Equivalent Drug Substitution	HO55-030-31 Rev. 1 p. 58	Minor revision to series title. Addition of series description.



REVISED RECORDS SERIES						
The records series listed below have been revised; changes and rational are provided. (List is in Version 5.0 page order.)						
Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Quality Assurance Department	Accident/Injury Reports	HO55-03Q-01 p. 53	Agency Management: Risk Management/Insurance	Patient Accident/Incident Reports – Age 18 and Older	HO55-03Q-01 Rev. 1 p. 37	A separate series has been created to accommodate unique retention needs for patient accident/incident reports relating to juveniles. Entire series has been revised accordingly. Retention has been increased to account for statute of limitations for health-related claims.
				Patient Accident/Incident Reports – Under Age 18	NEW DAN Rev. 0 p. 38	
Quality Assurance Department	Utilization Review Worksheets and Abstracts	HO55-03Q-04 p. 53	Health Care and Treatment: Patient Billing	Clinical Resource Management/Utilization Review	HO55-03Q-04 Rev. p. 23	Revision of series title. Addition of series description. Retention increased to account for statute of limitations for health-related claims.
Respiratory Care	Diagnostic Graphs	HO55-03S-01 p. 54	Health Care and Treatment: Diagnostic and Medical Imaging	Diagnostic Images – Age 18 and Older	HO55-03S-01 Rev. 1 p. 15	Several series with similar retention periods relating to diagnostic and medical imaging have been combined under this DAN.
				Diagnostic Images – Under Age 18	NEW DAN Rev. 0 p. 16	
Imaging Services	Teletherapy Facility Safety Check Reports	HO55-03L-65 p. 60	Asset Management: Maintenance	Equipment Calibration and Testing	HO55-03L-20 Rev. 1 p. 10	Several series with same retention requirements combined under one series.



New Records Series

This table contains records series that are new to Version 5.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Asset Management	<i>Disposal</i>	NEW DAN Rev. 0 p. 6	<i>Decay In Storage</i>	Retain for 3 years after date of final disposal then destroy.
Asset Management	<i>Disposal</i>	NEW DAN Rev. 0 p. 6	<i>Decay – Strontium-90</i>	Retain for the life of the source then destroy.
Asset Management	<i>Inventory</i>	NEW DAN Rev. 0 p. 7	<i>Radiation Source Inventories</i>	Retain for 3 years after date of inventory then destroy.
Asset Management	<i>Maintenance</i>	NEW DAN Rev. 0 p. 8	<i>Calibration – Brachytherapy Sources</i>	Retain for 3 years after last use of source then destroy.
Asset Management	<i>Maintenance</i>	NEW DAN Rev. 0 p. 8	<i>Calibration – Dosimetry Equipment</i>	Retain for the duration of authorized user's license then destroy.
Asset Management	<i>Maintenance</i>	NEW DAN Rev. 0 p. 11	<i>Instructions - Manufacturer</i>	Retain for duration of source use then destroy.
Asset Management	<i>Maintenance</i>	NEW DAN Rev. 0 p. 11	<i>Instructions/Procedures – Radiation Protection</i>	Retain for 3 years after disposition of equipment then destroy.
Asset Management	<i>Maintenance</i>	NEW DAN Rev. 0 p. 12	<i>Sterilizer Spore Tests</i>	Retain for 3 years after date of test then destroy.
Asset Management	<i>Maintenance</i>	NEW DAN Rev. 0 p. 12	<i>Surveys – Treatment Equipment</i>	Retain for the duration of the use of the treatment unit then destroy.



New Records Series

This table contains records series that are new to Version 5.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Health Care and Treatment	<i>Diagnostic and Medical Imaging</i>	NEW DAN Rev. 0 p. 13	<i>X-Ray/Electron Therapy Spot Checks</i>	Retain for 1 year after completion of spot check and for twice as long as spot check cycle then destroy.
Health Care and Treatment	<i>Diagnostic and Medical Imaging</i>	NEW DAN Rev. 0 p. 16	<i>Diagnostic Images – Under Age 18</i>	Retain for 8 years after patient attains age 18 then destroy.
Health Care and Treatment	<i>Diagnostic and Medical Imaging</i>	NEW DAN Rev. 0 p. 17	<i>Mammography Films</i>	Retain for 5 years after date of mammogram and 10 years after patient's last mammogram performed at the facility then destroy.
Health Care and Treatment	<i>Diagnostic and Medical Imaging</i>	NEW DAN Rev. 0 p. 17	<i>Radiologic Reports</i>	Retain for 5 years after date of report/printout then destroy.
Health Care and Treatment	<i>Nursing Facility Management</i>	NEW DAN Rev. 0 p. 18	<i>Drug Logs – Therapeutic Leave</i>	Retain for 8 years after date of last entry then destroy.
Health Care and Treatment	<i>Nursing Facility Management</i>	NEW DAN Rev. 0 p. 18	<i>Long Term Care/Nursing Home Patient Records – Age 18 and Over</i>	Retain for 8 years after last discharge then destroy.
Health Care and Treatment	<i>Nursing Facility Management</i>	NEW DAN Rev. 0 p. 19	<i>Long Term Care/Nursing Home Patient Records – Under Age 18</i>	Retain for 10 years after last discharge and 3 years after patient attains age 18 then destroy.
Health Care and Treatment	<i>Nursing Facility Management</i>	NEW DAN Rev. 0 p. 19	<i>Resident Administration</i>	Retain for 1 year after death/discharge of resident then destroy.
Health Care and Treatment	<i>Nursing Facility Management</i>	NEW DAN Rev. 0 p. 20	<i>Resident Censuses</i>	Retain until no longer needed for agency business then arrange for appraisal by Washington State Archives.



New Records Series

This table contains records series that are new to Version 5.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Health Care and Treatment	Nursing Facility Management	NEW DAN Rev. 0 p. 20	Resident In/Out Logs	Retain for 3 years after last entry then destroy.
Health Care and Treatment	Patient Administration	NEW DAN Rev. 0 p. 22	Operative Scheduling/Assignments	Retain for 8 years after date of operation then destroy.
Health Care and Treatment	Diagnostic and Medical Imaging	NEW DAN Rev. 0 p. 22	Referrals – To the Agency	Retain until no longer needed for agency business then destroy.
Health Care and Treatment	Diagnostic and Medical Imaging	NEW DAN Rev. 0 p. 22	Referrals – Outside of the Agency	Retain for 2 years after date of receipt then destroy.
Health Care and Treatment	Patient Billing	NEW DAN Rev. 0 p. 23	Cost/Fee Sheets	Retain for 6 years after date service provided then destroy.
Health Care and Treatment	Patient Billing	NEW DAN Rev. 0 p. 23	Patient Billing and Financial Assistance	Retain for 6 years after final account activity then destroy.
Health Care and Treatment	Patient Billing	NEW DAN Rev. 0 p. 24	Uncompensated Care - Compliance	Retain for 3 years after report submitted to Health and Human Services or 180 days after close of Health and Human Services investigation, whichever is longer then destroy.
Health Care and Treatment	Patient Medical Records	NEW DAN Rev. 0 p. 25	Counseling	Retain for 5 years after patient's last visit then destroy.
Health Care and Treatment	Patient Medical Records	NEW DAN Rev. 0 p. 25	Organ Transplants	Retain for 7 years after date of transplant procedure then destroy.



New Records Series

This table contains records series that are new to Version 5.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Health Care and Treatment	Patient Medical Records	NEW DAN Rev. 0 p. 26	Patient Medical Records – Under Age 18	Retain for 10 years after last provision of health-related services and 3 years after patient attains age 18 then destroy.
Health Care and Treatment	Patient Medical Records	NEW DAN Rev. 0 p. 27	Patient Medical Records – Disclosure Authorized	Retain for 1 year after receipt of authorization to disclose then destroy.
Health Care and Treatment	Radiation Protection Program	NEW DAN Rev. 0 p. 28	Brachytherapy Source Accountability	Retain for 3 years after disposal of brachytherapy source then destroy.
Health Care and Treatment	Radiation Protection Program	NEW DAN Rev. 0 p. 30	Patient Releases – Radiation	Retain for 3 years after patient release then destroy.
Health Care and Treatment	Radiation Protection Program	NEW DAN Rev. 0 p. 30	Program Approvals/Changes	Retain for 5 years after date of document/approval then destroy.
Health Care and Treatment	Radiation Protection Program	NEW DAN Rev. 0 p. 33	Written Directives – Authorizations	Retain for 3 years after date of directive then destroy.
Health Care and Treatment	Radiation Protection Program	NEW DAN Rev. 0 p. 33	Written Directives – Doses	Retain for 3 years after administration of dose then destroy.
Health Care and Treatment	Radiation Protection Program	NEW DAN Rev. 0 p. 33	Written Directives – Procedures	Retain for the duration of the authorized user's license then destroy.
Hospital Support Services	Food Services	NEW DAN Rev. 0 p. 34	Patient Meals	Retain for 3 years after provision of meal then destroy.



New Records Series

This table contains records series that are new to Version 5.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Hospital Support Services	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 35	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Accountings of Disclosure	Retain for 6 years after date of disclosure then destroy.
Hospital Support Services	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 35	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Changes/Corrections to Protected Health Information	Retain until destruction of protected health information subject to change(s) then destroy.
Hospital Support Services	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 36	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Complaints	Retain for 6 years after final resolution then destroy.
Hospital Support Services	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 36	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Sanctions to Workers	Retain for 6 years after fulfillment of sanction then destroy.
Hospital Support Services	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 36	Health Insurance Portability and Accountability Act (H.I.P.A.A.) – Training	Retain for 6 years after superseded then destroy.
Hospital Support Services	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 37	Medical Staff Credentialing/Privileging	Retain for 8 years after termination of employment then transfer to Washington State Archives for appraisal and selective retention.
Agency Management	Risk Management/Insurance	NEW DAN Rev. 0 p. 38	Patient Accident/Incident Reports – No Claim Filed (Under Age 18)	Retain for 8 years after injury/accident and 8 years after juvenile attains age 18 then destroy.
Hospital Support Services	Quality Assurance and Compliance	NEW DAN Rev. 0 p. 38	Standard of Care	Retain for 8 years after obsolete or superseded then transfer to Washington State Archives.
Hospital Support Services	Reporting	NEW DAN Rev. 0 p. 39	Baptismal Registries	Retain until no longer needed for agency business then transfer to Washington State Archives.



New Records Series

This table contains records series that are new to Version 5.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Hospital Support Services	Reporting	NEW DAN Rev. 0 p. 39	Birth/Death Registers	Retain until no longer needed for agency business then transfer to Washington State Archives.
Hospital Support Services	Reporting	NEW DAN Rev. 0 p. 39	Vital Statistics Supporting Documentation	Retain for 1 year after vital event reported to Washington State Department of Health then destroy.
Human Resource Management	Performance Management	NEW DAN Rev. 0 p. 39	Staff Plans/Schedules	Retain until completion of Joint Commission on Accreditation of Healthcare Organizations audit then destroy.
Human Resource Management	Performance Management	NEW DAN Rev. 0 p. 40	Radiation Safety Officer	Retain until termination/expiration of medical use license then destroy.
Laboratory and Pathology Management	Blood/Tissue Banks	NEW DAN Rev. 0 p. 41	Blood/Tissue Bank Employees	Retain for 10 years after termination of employment then destroy.
Laboratory and Pathology Management	Laboratory (General)	NEW DAN Rev. 0 p. 43	Immunohematology – Non – Transfusion Related	Retain for 2 years after date of document then destroy.
Laboratory and Pathology Management	Laboratory (General)	NEW DAN Rev. 0 p. 44	Immunohematology – Transfusion Related	Retain for 5 years after records of processing completed and 6 months after latest expiration date for individual product then destroy.
Laboratory and Pathology Management	Laboratory (General)	NEW DAN Rev. 0 p. 45	Quality Control and Assurance – Non -Transfusion Services	Retain for 2 years after conclusion of quality control testing then destroy.
Laboratory and Pathology Management	Laboratory (General)	NEW DAN Rev. 0 p. 46	Test Reports – Pathology	Retain for 10 years after date of report then destroy.



New Records Series

This table contains records series that are new to Version 5.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Laboratory and Pathology Management	Laboratory (General)	NEW DAN Rev. 0 p. 47	Test Reports – Transfusion Services	Retain for 5 years after date of report/results then destroy.
Laboratory and Pathology Management	Laboratory (General)	NEW DAN Rev. 0 p. 47	Transfusion Services – General Administration	Retain for 5 years after conclusion of transfusion/testing then destroy.
Laboratory and Pathology Management	Blood/Tissue Banks	NEW DAN Rev. 0 p. 48	Donors – Deferred	Retain for the life of the agency.
Laboratory and Pathology Management	Blood/Tissue Banks	NEW DAN Rev. 0 p. 48	Donors/Recipients – General	Retain for 10 years after final donation/receipt then destroy.
Laboratory and Pathology Management	Blood/Tissue Banks	NEW DAN Rev. 0 p. 49	Donors/Recipients – Specimens	Retain for 7 years after transfusion then destroy.
Laboratory and Pathology Management	Blood/Tissue Banks	NEW DAN Rev. 0 p. 49	Quality Control (Blood/Tissue Banks)	Retain for 5 years after conclusion of quality control testing then destroy.
Laboratory and Pathology Management	Cytogenetics	NEW DAN Rev. 0 p. 50	Diagnostic Images and Final Reports (Cytogenetics)	Retain for 20 years after date of report then destroy.
Laboratory and Pathology Management	Cytogenetics	NEW DAN Rev. 0 p. 50	Gated Dot Plots/Histograms	Retain for 10 years after examination then destroy.
Laboratory and Pathology Management	Forensic Pathology	NEW DAN Rev. 0 p. 51	Accession Logs	Retain for the life of the agency.



New Records Series

This table contains records series that are new to Version 5.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Laboratory and Pathology Management	Forensic Pathology	NEW DAN Rev. 0 p. 51	Cytology Reports	Retain for 10 years after date of report then destroy.
Laboratory and Pathology Management	Forensic Pathology	NEW DAN Rev. 0 p. 51	Gross Injury/Trauma Photographs and Negatives	Retain for the life of the agency then transfer to Washington State Archives.
Pharmacy Management	Administration	NEW DAN Rev. 0 p. 53	Patient Profile and Medication Records – Under Age 18	Retain for 8 years after patient attains age 18 then destroy.
Pharmacy Management	Quality Assurance and Control	NEW DAN Rev. 0 p. 56	Home Dialysis Program Quality Assurance	Retain for 6 years after date of shipment then destroy.
Pharmacy Management	Quality Assurance and Control	NEW DAN Rev. 0 p. 58	Pharmacy Policy, Procedure, and Training Manuals	Retain for 2 years after superseded then destroy.
Research Management	Clinical Trials	NEW DAN Rev. 0 p. 59	Bioavailability/Bioequivalence Samples – FDA Application Approved	Retain for 5 years after date on which FDA application or supplemental application is approved then destroy.
Research Management	Clinical Trials	NEW DAN Rev. 0 p. 59	Bioavailability/Bioequivalence Samples – No FDA Application Approved	Retain for 5 years after date of completion of the bioavailability study in which the sample from which the reserve sample was obtained was used then destroy.
Research Management	Clinical Trials	NEW DAN Rev. 0 p. 60	Device Trials	Retain for 2 years after date investigation completed/terminated and 2 years after records are no longer required as supporting documentation for premarket approval application or a notice of completion of a product development protocol then destroy.



New Records Series

This table contains records series that are new to Version 5.0.

Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 60	<i>Trial Drug Management – Food and Drug Administration Application Approved</i>	Retain for 2 years after date marketing application is approved then destroy.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 61	<i>Trial Drug Management – No Food and Drug Administration Application Approved</i>	Retain for 2 years after investigation is discontinued and the FDA notified then destroy.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 61	<i>Investigators' Financial Interest</i>	Retain for 6 years after conclusion of pertinent investigational activities then destroy.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 62	<i>In Vivo/In Vitro Batch Tests</i>	Retain for 2 years after expiration date of the batch and 2 years after submitted to the Food and Drug Administration then destroy.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 62	<i>Subject Case Histories – Food and Drug Administration Application Filed (Clinical Trials)</i>	Retain for 2 years after date marketing application is approved then destroy.
Research Management	<i>Clinical Trials</i>	NEW DAN Rev. 0 p. 63	<i>Subject Case Histories – FDA Application Not Filed (Clinical Trials)</i>	Retain for 2 years after investigation is discontinued and the FDA is notified then destroy.
Research Management	<i>Diagnostic Research</i>	NEW DAN Rev. 0 p. 63	<i>Diagnostic Research</i>	Retain for 8 years after conclusion of research activities then destroy.



QUICK CHECK: Increased Retention Periods

This table contains records series whose minimum retention periods have increased – or may result in increases due to more well-defined cut-offs.

Previous Minimum Retention:			Current Approved Minimum Retention:			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
HO55-03B-0 p. 5	Patient Register	3 years.	HO55-03B-02 Rev. 1 p. 21	Health Care and Treatment: Patient Administration	Master Patient Index	Retain until destruction of pertinent medical record then transfer to Washington State Archives for appraisal and selective retention.
HO55-03B-03 p. 5	Patient Valuables Log	3 years.	HO55-03B-03 Rev. 1 p. 21	Health Care and Treatment: Patient Administration	Patient Property	Retain for 3 years after patient discharge then destroy.
HO55-03C-01 p. 10	Autoclave Records	3 years.	HO55-03C-01 Rev. 1 p. 11	HOSP: Asset Management: Maintenance	Equipment Sterilization/Infection Control	Retain for 8 years after date of sterilization then destroy.
HO55-03D-04 p. 11	Menus for Hospital Cafeteria	1 year.	HO55-03D-04 Rev. 1 p. 34	Hospital Support Services: Food Services	Menus – Cafeteria	Retain for 1 year after last date menu offered then destroy.
HO55-03D-06 p. 11	Patient Menus	3 years.	HO55-03D-06 Rev. 1 p. 34	Hospital Support Services: Food Services	Menus – Patient	Retain for 3 years after last date menus offered then destroy.
HO55-03D-03 p. 11	Meal Count	3 years.	HO55-03D-03 Rev. 1 p. 34	Hospital Support Services: Food Services	Meal Counts	Retain for 3 years after date meals distributed then destroy.
HO55-03E-02 p. 12	Physician Call Schedule	5 years.	HO55-03E-02 Rev. 1 p. 40	Human Resource Management: Performance Management	Physician Call Schedules	Retain for 5 years after superseded then destroy.



QUICK CHECK: Increased Retention Periods

This table contains records series whose minimum retention periods have increased – or may result in increases due to more well-defined cut-offs.

Previous Minimum Retention:			Current Approved Minimum Retention:			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
HO55-03V-04 p. 15	Responses To Deficiencies	6 years after approval or certification. Potential archival value.	HO55-03V-04 Rev. 1 p. 5	Agency Management: Community Relations	Patient Relations	Retain for 8 years after inquiry/complaint/grievance then destroy.
HO55-03L-25 p. 22	Interpretation Reports (Authenticated)	Patient treatment file.	HO55-03L-25 Rev. 1 p. 25	Health Care and Treatment: Patient Medical Records	Interpretation Requests	Retain until added to patient's medical record.
HO55-03L-47 p. 25	Radiation Protection Program Audits and Reviews	3 years.	HO55-03L-47 Rev. 1 p. 38	Hospital Support Services: Quality Assurance and Control	Radiation Protection Program Audits and Reviews	Retain for 3 years after completion of audit/review then destroy.
HO55-03L-63 p. 28	Safety Instructions – List of Personnel Receiving	3 years.	HO55-03L-63 Rev. 1 p. 42	Human Resource Management: Staff Development/Training	Instruction/Training – Radiation Protection	Retain for 3 years after date instruction completed then destroy.
HO55-03L-69 p. 29	Teletherapy Unit Five Year Inspection records	6 years.	HO55-03L-69 Rev. 1 p. 12	Asset Management: Maintenance	Teletherapy Five-Year/Source Replacement Inspections	Retain for the duration of the use of the unit then destroy.
HO55-03U-02 p. 31	Injury Reports	3 years.	HO55-03U-02 Rev. 1 p. 66	Research Management: Institutional Review Boards	Institutional Review Boards – Research Conducted	Retain for 3 years after completion of research then arrange for appraisal by Washington State Archives.
HO55-03U-07 p. 31	Investigators' Reports	3 years.	HO55-03U-07 Rev. 1 p. 73	Research Management: Institutional Review Boards	Institutional Review Boards – Principal Investigator Records	Retain for 6 years after completion of research then destroy.



QUICK CHECK: Increased Retention Periods

This table contains records series whose minimum retention periods have increased – or may result in increases due to more well-defined cut-offs.

Previous Minimum Retention:			Current Approved Minimum Retention:			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
HO55-03H-06 p. 33	Quality Control Tests	For transfusion service: 5 years. For all other services: 3 years.	HO55-03H-05 Rev. 1 p. 44	Laboratory and Pathology Management: Laboratory (General)	Quality Control and Assurance – Transfusion Services	Retain for 5 years after conclusion of quality control testing then destroy.
HO55-03A-02 p. 42	Autopsy Reports	10 years.	HO55-03A-02 Rev. 1 p. 51	Laboratory and Pathology Management: Forensic Pathology	Reports/Slides – Forensic	Retain for the life of the agency.
HO55-03M-01 p. 44	Operating/Recovery Room Record or Log	2 years.	HO55-03M-01 Rev. 1 p. 21	Health Care and Treatment: Patient Administration	Operative Indexes	Retain for 10 years after date of entry then destroy.
HO55-03O-15 p. 48	Monthly Inspection of Hospital Nursing Care Units Where Medications are Administered or Stored	1 year.	HO55-03O-15 Rev. 1 p. 56	Pharmacy Management: Quality Assurance and Control	Monthly Inspections – Hospital/Nursing Care Units	Retain for 3 years after date of inspection then destroy.
HO55-03O-22 p. 49	Prescriptions	2 years.	HO55-03O-22 Rev. 1 p. 56	Pharmacy Management: Administration	Patient Profile and Medication Records – Age 18 and Over	Retain for 8 years after last date of service/activity then destroy.
					Patient Profile and Medication Records – Under Age 18	Retain for 8 years after client attains age 18 then destroy.



QUICK CHECK: Increased Retention Periods

This table contains records series whose minimum retention periods have increased – or may result in increases due to more well-defined cut-offs.

Previous Minimum Retention:			Current Approved Minimum Retention:			
Previous DAN	Title	Retention	Current DAN	Function: Activity	Title	Retention
HO55-03Q-01 p. 53	<i>Accident/Injury Reports</i>	Adults: 6 years. Minors: 6 years after age of majority.	HO55-03Q-01 Rev. 1 p. 37	Agency Management: Risk Management/Insura nce	<i>Patient Accident/Incident Reports – No Claim Filed (Age 18 and Older)</i>	Retain for 8 years after date of accident/injury then destroy.
HO55-03Q-04 p. 53	<i>Utilization Review Worksheets and Abstracts</i>	1 year.	HO55-03Q-04 Rev. 1 p. 23	Health Care and Treatment: Patient Billing	<i>Clinical Resource Management/Utilization Review</i>	Retain for 8 years after completion of utilization review then destroy.
HO55-03S-01 p. 54	<i>Diagnostic Graphs</i>	3 years.	HO55-03S-01 Rev. 1 p. 15	Health Care and Treatment: Diagnostic and Medical Imaging	<i>Diagnostic Images – Age 18 and Older</i>	Retain for 10 years after date of test or assessment then destroy.
					<i>Diagnostic Images – Under Age 18</i>	Retain for 8 years after patient attains age 18 then destroy.



QUICK CHECK: Decreased Retention Periods

This table contains records series whose minimum retention periods have decreased.

Previous Minimum Retention:			Current Approved Minimum Retention:			
DAN	Title	Retention	DAN	Function: Activity	Title	Retention
HO55-03H-07 p. 34	Test Results, Lab Reports	For transfusion services: 5 years. For all other services: 2 years.	HO55-03H-07 Rev. 1 p. 46	Laboratory and Pathology Management: Laboratory (General)	Test Reports – General	Retain for 2 years after examination of the slide then destroy.
HO55-03N-05 p. 45	Test Log	5 years.	HO55-03N-05 Rev. 1 p. 44	Laboratory and Pathology Management: Laboratory (General)	Accession/Test Logs	Retain for 2 years after date of entry then destroy.