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## Using Records Retention Schedules: Which Retention Schedules Do Public Hospital Districts Use?

**Purpose:** Provide guidance to public hospital districts on which records retention schedules to use.

Hospital districts need to use the following records retention schedules:

### **1. Local Government Common Records Retention Schedule (CORE)**

This schedule covers records created and received by most government agencies that relate to:

- Agency-provided training
- Accidents/incidents
- Contracts and agreements
- Employee health records
- Financial transactions and accounting
- Information systems/technology
- Legal affairs
- Media coverage
- Payroll
- Personnel files
- Public records requests
- Volunteer files

Records with minimal retention value (transitory records) are also covered in the *Local Government Common Records Retention Schedule (CORE)*.

### **2. Public Hospital Districts Records Retention Schedule**

This schedule covers records that are specific or unique to public hospital districts that relate to:

- Drug logs
- In-home equipment
- Hospital support services
- Laboratory and pathology management
- Long term care/nursing home residents medical records
- Master patient index
- Patient medical records
- Pharmacy management
- Quality assurance and compliance
- Radiation Protection Program
- Research management (clinical trials, diagnostic research, institutional review boards)

### **3. Additional Schedules**

Hospital districts with fire and emergency medical and communications (911) functions need to use the following schedules:

- ***Fire & Emergency Medical Records Retention Schedule***
- ***Emergency Communications (911) Records Retention Schedule***

**Additional advice regarding the management of public records is available from  
Washington State Archives:**