



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.
- **Addition** of series descriptions where previously absent.
- **Addition** of retention cutoffs where previously absent from retention and disposition actions.
- **Addition** of several new record series to cover Public Health activities which were not previously covered. These include:
 - ✓ Multiple record series relating to the Health Information Portability and Accountability Act (*HIPAA*);
 - ✓ New record 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 record series relating to patient billing;
 - ✓ Record series covering pharmacy administration and drug accountability;
 - ✓ Activities relating to research management and Institutional Review Boards.
- **Reformatting** of entire schedule has as follows:
 - ✓ Column for “Secondary Record Copies” has been removed. These records are now covered by **Secondary (Duplicate) Copies** (GS50-02-04).
 - ✓ Column for “Remarks” has been removed.
 - ✓ Column entitled “Designation” classifies each record 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. | | |
- **Reformatting** of Disposition Authority Numbers. 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 record 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”. Record series which have been altered in any way (name, description, retention, etc.) have been assigned a revision number of “1”.

- **Changes** to record series in the *Public Hospital Districts Records Retention Schedule* are detailed in the following table.



TABLE OF CONTENTS

| | |
|---|----|
| DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS) | 4 |
| REVISED RECORD SERIES..... | 64 |
| NEW RECORD SERIES | 76 |
| QUICK CHECK: INCREASED RETENTION PERIODS | 85 |
| QUICK CHECK: DECREASED RETENTION PERIODS..... | 89 |



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

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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 |
| 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. |
| Admitting | HO55-03B-04 p. 5 | Surgery Schedule/Operation Register | 3 years. | HOSP: Health Care and Treatment: Patient Administration | 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. | This information is now part of the Master Patient Index and should be retained accordingly. |
| 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. |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Agency Management: Risk Management/Insurance | HO50-06C-14 p. 7 | Incident Reports and Accident Claims Filed Against the Agency by Other Parties, and by the Agency Against Other Parties (Claims Made or Per Occurrence) | <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 | Claims for Damages | Retain for 6 years after claim closed then destroy. | These records are covered by CORE. |
| | | | | 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. |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Agency Management: Risk Management/Insurance | HO50-06C-28 p. 7 | Liability Waivers | Expiration or completion of activity plus 6 years. | CORE: Agency Management: Contracts/Agreements | 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. |
| 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/Accreditation Survey | 6 years. | CORE: Agency Management: Administration (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. |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| 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. |
| 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. | HOSPITAL: Health Care and Treatment: Patient Medical | 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 |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| | | | | Records | HO2011-101 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. | record and should be retained accordingly. |
| Dietary | HO55-03D-07 p. 11 | <i>Summary of Food Costs</i> | 3 years. | CORE: Financial Management: Accounting | GS50-03A-02 Rev. 0 p. 76 | <i>Accounts Payable and Receivable Supporting Documents and Reports</i> | 3 years. | These records can be retained as accounts payable documentation, which is covered by CORE. |
| Emergency Department | HO55-03E-01 p. 12 | <i>Patient Logs</i> | Permanent. | HOSPITAL: Health Care and Treatment: Patient Administration | 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. | Hospital patient logs have been replaced with a centralized patient management and tracking system called the master patient index. |



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| Home Health and Home Hospice Care | HO55-03X-02 p. 13 | Home Health and Hospice Care Licenses | Permanent. | CORE: Agency Management: Administration (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 |
| 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: Administration (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: Administration (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. |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Hospital Licensing and Regulation | HO55-03V-03 p. 14 | <i>On Site Licensing Survey</i> | 6 years after approval or certification. Potential archival value. | CORE: Agency Management: Administration (General) | GS50-01-42 Rev. 0 p. 5 | <i>Accreditation, Certification, and License Documentation for Agency Functions and Operations</i> | Until superseded or terminated plus 6 years. | On-site licensing surveys are relate to hospital accreditation, which is covered by core. |
| 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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| Housekeeping and Laundry | HO55-03F-04 p. 16 | <i>New Linen Distribution Listings</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 distribution and transfer records are covered by CORE. |
| Housekeeping and Laundry | HO55-03F-05 p. 16 | <i>Record of New Linen Purchases</i> | 6 years. | CORE: Financial Management: Accounting | GS50-01-17 Rev. 0 p. 79 | <i>Fiscal, Purchase and Receiving Documents</i> | 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 | <i>Accident/Incident Reports – Employees – Insured by Agency or Not Reportable to Labor and 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. | CORE: Agency Management: Risk Management/Insurance | GS50-06C-03 Rev. 1 p. 27 | <i>Accidents/Incidents – No Claim Filed (Under Age 18)</i> | Retain for 3 years after individual reaches age 18 then destroy. | Employee accident/incident reports are covered by CORE. |



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| | | | <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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| 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. 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: 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. |
| | | | <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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| Imaging Services | HO55-03L-01 p. 19 | <i>Air Sampling Survey Records</i> | Termination of pertinent license or permit plus 30 years. | HOSPITAL: Health Care and Treatment: Radiation Protection Program | HO55-03L-39 Rev. 1 p. 29 | <i>Occupational and Public Dose/Exposure – Reports</i> | Retain for 30 years after termination of last pertinent license or registration then destroy. | Several DANs with similar retention requirements relating to occupational and public radiation exposure have been combined under this DAN. |
| Imaging Services | HO55-03L-02 p. 19 | <i>Brachytherapy and Sealed Byproduct Source Leakage Test Reports</i> | 5 years. | HOSPITAL: Health Care and Treatment: Radiation Protection Program | HO55-03L-03 Rev. 1 p. 31 | <i>Source Surveys and Tests</i> | 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 record series with similar retention requirements relating to source surveys and tests under HO55-03L-03. |



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| Imaging Services | HO55-03L-04 p. 19 | Byproduct (Unsealed) Measurement of Doses | 3 years. | HOSPITAL: 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 record 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. | HOSPITAL: 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 record series with similar retention requirements relating to source surveys and tests under HO55-03L-03. |



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| 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. | HOSPITAL: 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. | HOSPITAL: 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. |
| | | | | | HO2011-084 Rev. 0 p. 16 | Diagnostic Images – Under Age 18 | Retain for 8 years after patient attains age 18 then destroy. | |



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| Imaging Services | HO55-03L-12 p. 20 | <i>Echocardiograph – Normal Readings</i> | 3 years. | HOSPITAL: 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. |
| | | | | | HO2011-084 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-13 p. 20 | <i>Echocardiograph h</i> | 3 years. | HOSPITAL: 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 |



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| | | | | | HO2011-084 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 | Electrocardiograms | 3 years. | HOSPITAL: 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. |
| | | | | | HO2011-084 Rev. 0 p. 16 | Diagnostic Images – Under Age 18 | Retain for 8 years after patient attains age 18 then destroy. | |



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| Imaging Services | HO55-03L-15 p. 20 | <i>Electroencephalograms</i> | 3 years. | HOSPITAL: 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. |
| | | | | | HO2011-084 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. | HOSPITAL: 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 |



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| | | | | | HO2011-084 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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| Imaging Services | HO55-03L-18 p. 21 | High Radiation Area Entry Control Device Test Records | 3 years. | HOSPITAL: 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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|-------------------------------------|----------------------|--|--|---|--------------------------------|--|---|---|
| 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. | HOSPITAL: 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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| 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. | HOSPITAL: 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/Equipment, Changes and Transfers | 3 years. | These records are covered by CORE. |
| Imaging Services | HO55-03L-28 p. 23 | Mobile Nuclear Medicine Surveys | 3 years. | HOSPITAL: 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-29 p. 23 | Molybdenum 99 Concentration Measurements | 3 years. | HOSPITAL: 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: Administration (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. | HOSPITAL: 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. |
| | | | | | HO2011-084 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 | <i>Nuclear Medicine Annual Accuracy 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. |
| Imaging Services | HO55-03L-34 p. 23 | <i>Nuclear Medicine Dose Calibration Daily Constancy Checks</i> | 3 years. | HOSPITAL: Public Health: Asset Management: Maintenance | HO55-03L-20 Rev. 1 p. 10 | <i>Equipment Calibration and Testing</i> | 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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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Imaging Services | HO55-03L-35 p. 24 | <i>Nuclear Medicine Quarterly Linearity Tests</i> | 3 years. | HOSPITAL: Asset Management: Maintenance | HO55-03L-20 Rev. 1 p. 10 | <i>Equipment Calibration and Testing</i> | 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 | <i>Occupational and Public Radiation Dose and Exposure History Records</i> | 30 years after termination of license or registration. | HOSPITAL: Health Care and Treatment: Radiation Protection Program | HO55-03L-39 Rev. 1 p. 29 | <i>Occupational and Public Dose/Exposure – Reports</i> | 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. | HOSPITAL: 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. | HOSPITAL: 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 | <i>Patient Log or Register</i> | Until disposition of last patient file listed. | HOSPITAL: Health Care and Treatment: Patient Administration | 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. | 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 | <i>Radiation General and Package Survey Results</i> | 3 years. | HOSPITAL: Health Care and Treatment: Radiation Protection Program | HO55-03L-30 Rev. 1 p. 32 | <i>Surveys - General</i> | 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. | HOSPITAL: 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. | HOSPITAL: 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 Misadministration Records | 5 years. | HOSPITAL: 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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| 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. | HOSPITAL: 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 record 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. | HOSPITAL: 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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| 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. | HOSPITAL: 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: Environmental 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 | Radiopharmaceutical Dosage History | Until disposition of Patient File. | HOSPITAL: 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. | Radiopharmaceutical dosage histories are patient-specific records that are |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| | | | | HOSPITAL: Health Care and Treatment: Patient Medical Records | HO2011-101 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. | part of the medical record and should be retained accordingly. |
| Imaging Services | HO55-03L-59 p. 27 | Radiopharmaceutical or Permanent Implant Patient Release Records | 3 years. | HOSPITAL: 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. |
| | | | | | HO2011-101 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. |
| Imaging Services | HO55-03L-62 p. 27 | Roentgenograms and Negative Chest Films | 10 years after last treatment or 3 years after patient turns age | HOSPITAL: Health Care and Treatment: Diagnostic and | 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 DANs covering various types of diagnostic |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| | | | 18, whichever is longer. | Medical Imaging | HO2011-084 Rev. 0 p. 16 | Diagnostic Images – Under Age 18 | Retain for 8 years after patient attains age 18 then destroy. | images have been combined under this DAN. |
| Imaging Services | HO55-03L-67 p. 28 | Teletherapy Source Full Calibration Measurements | Life of the equipment. | HOSPITAL: 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 DANs relating to equipment calibration and testing have been combined under this DAN. WAC 246-240-614 requires the retention of records relating to teletherapy unit full calibrations for 3 years. |
| 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. |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| In-Service Education and Training | HO55-03G-01 p. 30 | Conference Room Schedules or Calendars | 90 days. | CORE: Asset Management: Leasing/Usage | GS51-07-11 Rev. 0 p. 59 | Facility Rental/Use Schedule | 3 years. | These records are covered by the Common Records Retention Schedule (CORE). |
| In-Service Education and Training | HO55-03G-02 p. 30 | Participant Lists | 90 days. | | | | | These records have been removed from the Public Hospitals schedules because they will be covered by CORE. |
| In-Service Education and Training | HO55-03G-03 p. 30 | Participant Timesheet | 3 years. | | | | | These records have been removed from the Public Hospitals schedules because they will be covered by CORE. |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| In-Service Education and Training | HO55-03G-04 p. 30 | Record of Required Annual Training for All District Employees | 6 years. | CORE: Human Resource Management: Staff Development/Training | GS50-04G-01 Rev. 0 p. 141 | Employee Training History File | Termination plus 6 years. | These records are covered by CORE. |
| Institutional Review Board | HO55-03U-01 p. 31 | Consent Documents, Approved | Permanent. | HOSPITAL: Research Management: Institutional Review Boards | HO55-03U-02 Rev. 1 p. 67 | Institutional Review Boards – Research Conducted | Retain for 3 years after completion/termination of research then arrange for appraisal and selective retention by Washington State Archives. | Several DANs with similar retention requirements relating to IRB research conducted have been combined under this DAN. |
| Institutional Review Board | HO55-03U-03 p. 31 | Institutional Review Board Correspondence | 3 years. | HOSPITAL: Research Management: Institutional | 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 |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| | | | | Review Boards | HO55-03U-02 Rev. 1 p. 67 | <i>Institutional Review Boards – Research Conducted</i> | Retain for 3 years after completion of research then arrange for appraisal by Washington State Archives. | same retention requirements under 45 CFR 46.115 have been combined under HO55-03U-04 and HO55-03U-02. |
| Institutional Review Board | HO55-03U-08 p. 31 | <i>Research Proposals</i> | 3 years after completion. | HOSPITAL: Research Management: Institutional Review Boards | HO55-03U-04 Rev. 1 p. 66 | <i>Institutional Review Boards – General Board Records</i> | 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. |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| | | | | | HO55-03U-02 Rev. 1 p. 67 | <i>Institutional Review Boards – Research Conducted</i> | 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. |
| Institutional Review Board | HO55-03U-09 p. 31 | <i>Review Activity Files, Continuing</i> | 3 years. | HOSPITAL: Research Management: Institutional Review Boards | HO55-03U-02 Rev. 1 p. 67 | <i>Institutional Review Boards – Research Conducted</i> | 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. |



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| Institutional Review Board | HO55-03U-10 p. 32 | <i>Statements of Significant New Findings Provided to Subjects</i> | 3 years. | HOSPITAL: Research Management: Institutional Review Boards | HO55-03U-02 Rev. 1 p. 67 | <i>Institutional Review Boards – Research Conducted</i> | 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 | <i>Hematology and Cytology Reports – Abnormal Results</i> | 10 years after examination. | HOSPITAL: 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. | Hematology and cytology reports are part of the patient medical record and should be retained accordingly. |
| | | | | | HO2011-101 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. | Hematology and cytology reports are part of the patient medical record and should be retained accordingly. |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Laboratory Services | HO55-03H-02 p. 33 | Hematology and Cytology Reports – Negative Results | 10 years after examination. | HOSPITAL: 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. |
| | | | | | HO2011-101 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. |
| Laboratory Services | HO55-03H-06 p. 33 | Requests for Tests | For transfusion services: 5 years. For all other services: 2 years. | HOSPITAL: Laboratory and Pathology Management: Laboratory (General) | HO55-03H-05 Rev. 1 p. 45 | 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 HO2011-126. |
| | | | | | HO2011-126 Rev. 0 p. 46 | Quality Control and Assurance – Non-Transfusion Services | Retain for 2 years after conclusion of quality control testing then destroy. | |



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|-------------------------------------|-------------------------|---|--|--|--------------------------------|---|--|--|
| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Long-Term Care Facilities | HO55-03R-01 p. 35 | <i>Dialysis Services Agreements</i> | 6 years after termination. | CORE: Agency Management: Contracts/Agreements | GS50-01-11 Rev. 0 p. 20 | <i>Contracts and Agreements</i> | 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 | <i>Disaster Preparedness Plans</i> | Permanent. | CORE: Agency Management: Risk Management/Insurance | GS50-14-03 Rev. 0 p. 27 | <i>Disaster Preparedness and Recovery Plans</i> | 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 | <i>Drug Therapy Continuity Records</i> | 10 years after termination of residency. | HOSPITAL: 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. | Drug therapy continuity records are part of the patient medical record and should be retained accordingly. |
| | | | | | HO2011-101 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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|-------------------------------------|----------------------|---|---|--|--------------------------------|--|--|--|
| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Long-Term Care Facilities | HO55-03R-05 p. 35 | Long Term Care Facility License | Permanent. | CORE: Agency Management: Administration (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. | HOSPITAL: 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 acknowledgements are part of the patient medical record and should be retained accordingly. |
| | | | | | HO2011-101 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-08 p. 36 | Resident Minimum Data Sets | 10 years after termination of residency or 3 years past age of | HOSPITAL: Health Care and Treatment: Patient Medical | 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 |



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|-------------------------------------|----------------------|---|--------------------------------|--|--------------------------------|--|--|---|
| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| | | | majority, whichever is longer. | Records | HO2011-101 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-09 p. 36 | Schedule II and Schedule III Drug Record Book | 6 years after last entry. | HOSPITAL: Pharmacy Management: Drug Accountability | HO55-030-09 Rev. 1 p. 55 | 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 HO55-030-09. |
| 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/Agreements | 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. |



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|-------------------------------------|----------------------|---|---|---|---------------------------------|---|--|---|
| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Long-Term Care Facilities | HO55-03R-11 p. 36 | <i>Tuberculosis Tests for Employees</i> | 6 years after termination of employment. | CORE: Human Resource Management: Occupational Health and Safety | GS51-05D-10 Rev. 0 p. 128 | <i>Employee Medical and Exposure Records</i> | Termination of employment plus 30 years. | Employee medical and exposure records are covered by CORE. |
| Long-Term Care Facilities | HO55-03R-12 p. 37 | <i>Tuberculosis Tests for Residents</i> | 10 years after termination of residency or 3 years past age of majority, whichever is longer. | HOSPITAL: 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. | Resident medical tests are part of the patient medical record and should be retained accordingly. |
| | | | | | HO2011-101 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. | |
| Medical Records | HO55-03I-01 p. 38 | <i>Admissions, Discharge and Transfer Monthly Report</i> | 3 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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|-------------------------------------|----------------------|-------------------------------|---|--|--------------------------------|--|--|---|
| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Medical Records | HO55-03I-03 p. 38 | Discharge Report | 3 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). |
| Medical Records | HO55-03I-04 p. 38 | Emergency Room Reports | 10 years after last discharge or 3 years after patient turns age 18, whichever is longer. | HOSPITAL: 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. | Emergency room reports are part of the patient medical record and should be retained accordingly. |
| | | | | | HO2011-101 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 Records | HO55-03I-05 p. 38 | Fetal Monitor Tapes | 3 years after patient turns age 18. | HOSPITAL: 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. |
| | | | | | HO2011-101 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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|-------------------------------------|----------------------|--|------------|---|--------------------------------|---|--|---|
| 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/Medical Records Database</i> | Permanent. | HOSPITAL: Health Care and Treatment: Patient Administration | 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. | 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. | HOSPITAL: Health Care and Treatment: Patient Administration | 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 record 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: Administration (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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|-------------------------------------|----------------------|--|---|--|---------------------------------|-----------------------|---------------------------|--|
| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Medical Staff | HO55-03J-03 p. 41 | <i>Doctor's Personnel File</i> | 6 years after termination of practice at district hospital. | CORE: Human Resource Management: Personnel | GS50-04B-06 Rev. 0 p. 135 | <i>Personnel File</i> | Termination plus 6 years. | Personnel records are covered by CORE. |
| Morgue | HO55-03A-01 p. 42 | <i>Autopsy Authorizations, Post Mortem</i> | 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 <i>LGRRS</i> . |
| 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: Administration (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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|-------------------------------------|----------------------|------------------------------|-----------|--|-----|-------|-----------|---|
| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Pathology | HO55-03N-01 p. 45 | <i>Autopsy Blocks</i> | 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 | <i>Autopsy Slides</i> | 10 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. |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Pathology | HO55-03N-03 p. 45 | Reports/Blocks | 10 years. | HOSPITAL: Laboratory and Pathology Management: Forensic Pathology | HO55-03H-07 Rev. 1 p. 47 | 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 meet the statutory definition of public records 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. |
| | | | | HOSPITAL: Laboratory and Pathology Management: Forensic Pathology | HO2011-128 Rev. 0 p. 47 | Reports – Pathology | Retain for 10 years after date of report then destroy. | |
| | | | | HOSPITAL: Laboratory and Pathology Management: Forensic Pathology | HO2011-138 Rev. 0 p. 52 | Cytology Reports | Retain for 10 years after date of report then destroy. | |
| | | | | HOSPITAL: Laboratory and Pathology Management: Forensic Pathology | HO55-03A-02 Rev. 1 p. 52 | 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. |
| Pathology | HO55-03N-06 p. 45 | <i>Test Results</i> | 5 years. | HOSPITAL: Laboratory and Pathology Management: Laboratory (General) | HO2011-129 Rev. 0 p. 48 | <i>Test Reports – Transfusion Services</i> | 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. 47 | <i>Test Reports – General</i> | Retain for 2 years after examination of the slide then destroy. | |
| Pharmacy | HO55-03O-01 p. 46 | <i>Alcohol Inventory and Orders</i> | 6 years. | CORE: Asset Management: Purchasing/Acquisitions | GS50-08B-05 Rev. 0 p. 70 | <i>Materials Orders/Requisitions</i> | 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/Equipment, 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. | HOSPITAL: Pharmacy Management: Drug Accountability | HO55-030-09 Rev. 1 p. 55 | <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. |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Pharmacy | HO55-030-06 p. 47 | Controlled Substances Emergency Transfer Records | 2 years. | HOSPITAL: Pharmacy Management: Drug Accountability | HO55-030-09 Rev. 1 p. 55 | 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 | HO55-030-07 p. 47 | Controlled Substances Receipt and Distribution Records | 2 years. | HOSPITAL: Pharmacy Management: Drug Accountability | HO55-030-09 Rev. 1 p. 55 | 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. |



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|-------------------------------------|-------------------------|---|--|--|--------------------------------|---|--|--|
| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Pharmacy | HO55-030-08 p. 47 | <i>Controlled Substances Samples Distribution Reports</i> | 2 years. | HOSPITAL: Pharmacy Management: Drug Accountability | HO55-030-09 Rev. 1 p. 55 | <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. |
| Pharmacy | HO55-030-13 p. 48 | <i>Mechanical Floor Stock Device Certificate of Location</i> | 2 years after removal or relocation of device. | CORE: Agency Management: Administration (General) | GS50-01-42 Rev. 0 p. 5 | <i>Accreditation, Certification, and License Documentation for Agency Functions and Operations</i> | Until superseded or terminated plus 6 years. | These records are covered by CORE. |
| Pharmacy | HO55-030-16 p. 48 | <i>Parenteral Products Out-Patient Distribution System Documentation</i> | 2 years after last dispensing activity. | HOSPITAL: Pharmacy Management: Administration | HO55-030-22 Rev. 1 p. 53 | <i>Patient Profile and Medication Records – Age 18 and Over</i> | Retain for 8 years after last date of service/activity then destroy. | This information is part of the patient profile/dispensing record and has been combined with similar DANs accordingly. |
| | | | | | HO2011-140 Rev. 0 p. 54 | <i>Patient Profile and Medication Records – Under Age 18</i> | Retain for 8 years after client attains age 18 then destroy. | |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Pharmacy | HO55-030-17 p. 48 | <i>Parenteral Products Patient Welfare Reports</i> | 2 years. | HOSPITAL: 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. | Parenteral products patient welfare reports are part of the patient medical record and should be retained accordingly. |
| | | | | | HO2011-101 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. | |
| Pharmacy | HO55-030-20 p. 49 | <i>Pharmacy Inspections</i> | 6 years. | CORE: Agency Management: Administration (General) | GS50-01-42 Rev. 0 p. 5 | <i>Accreditation, Certification, and License Documentation for Agency Functions and Operations</i> | Until superseded or terminated plus 6 years | These records are covered by the Common Records Retention Schedule (CORE). |
| Pharmacy | HO55-030-21 p. 49 | <i>Pharmacy Licenses and Permits</i> | Permanent. | CORE: Agency Management: Administration (General) | GS50-01-42 Rev. 0 p. 5 | <i>Accreditation, Certification, and License Documentation for Agency Functions and Operations</i> | Until superseded or terminated plus 6 years. | These records are covered by the Common Records Retention Schedule (CORE). |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Pharmacy | HO55-030-23 p. 49 | Radiopharmaceuticals Acquisition Records | Disposition of radiopharmaceutical plus 3 years. | HOSPITAL: Asset Management: Inventory | HO55-03L-08 Rev. 1 p. 7 | Radioactive Material – Acquisition/Transfer | Retain for 3 years after disposal/transfer then destroy. | Several DANs with similar retention requirements relating to radioactive pharmaceutical acquisition/transfer have been combined under this DAN. |
| Pharmacy | HO55-030-24 p. 49 | Radiopharmaceuticals Disposition Records | Until termination of license. | HOSPITAL: 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. |



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| Function: Activity | Discontinued DAN | Title | Retention | Function: Activity | DAN | Title | Retention | Rationale |
| Pharmacy | HO55-030-27 p. 50 | <i>Schedule I and Schedule II Drug Completed Federal Order Forms</i> | 6 years. | HOSPITAL: Pharmacy Management: Drug Accountability | HO55-030-09 Rev. 1 p. 55 | <i>Pharmaceutical Inventory Accountability</i> | 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. |
| Pharmacy | HO55-030-28 p. 50 | <i>Schedule I, II, III, IV and V Drug Inventories</i> | 2 years after superseded. | HOSPITAL: Pharmacy Management: Drug Accountability | HO55-030-09 Rev. 1 p. 55 | <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. | HOSPITAL: Pharmacy Management: Drug Accountability | HO55-030-09 Rev. 1 p. 55 | <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. |



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 record series are listed on the right.

| <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 |
| Physical Therapy and Rehabilitation | HO55-03P-01 p. 51 | Outpatient Treatment Files | 10 years after last discharge or 3 years after patient turns age 18, whichever is longer. | HOSPITAL: 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. | Outpatient treatment files are patient medical records and should be retained as such. |
| | | | | | HO2011-101 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 Rehabilitation | HO55-03P-02 p. 52 | Patient Treatment Files | 10 years after last discharge or 3 years after patient turns age 18, whichever is longer. | HOSPITAL: 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. |
| | | | | | HO2011-101 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)

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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 |
| Physical Therapy and Rehabilitation | HO55-03P-03 p. 52 | Treatment Log and Treatment Cards | 3 years. | HOSPITAL: Health Care and Treatment: Patient Administration | 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/Peer 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. |
| Quality Assurance Department | HO55-03Q-03 p. 53 | Utilization Review and Quality Assurance Program Plan | Permanent. Potential archival value. | 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. |
| 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. |



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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 |
| Respiratory Care | HO50-03S-02 p. 54 | Patient Treatment Log | 3 years. | HOSPITAL: 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. |
| | | | | | HO2011-101 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 Tests | 3 years. | HOSPITAL: 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. | Any patient medical testing information is part of the patient medical record and should be retained accordingly. |
| | | | | | HO2011-101 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)

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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-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. | LGRRS: 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 (LGRRS). |
| 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. |
| Social Services | HO55-03W-03 p. 55 | Involuntary Commitment Case Files (Proceeding Completed and Case Closed) | 10 years after last discharge or 3 years after client turns age 18, whichever is longer. | LGRRS: Social Services | GS50-25-05 p. 162 | Involuntary Commitment Case Files Social Services (Proceedings Completed and Case Closed) | Superior Court retains the primary copy. | These records are covered by the Local Government General Records Retention Schedule (LGRRS). |



DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANs)

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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-04 p. 55 | <i>Statistical Reports to Department of Social and Health Service or Other Such Agencies</i> | 2 years. Potential archival value. | LGRRS: 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 (LGRRS). |
| Speech and Hearing | HO55-03T-01 p. 56 | <i>Patient Treatment Log</i> | 3 years. | HOSPITAL: 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. |
| | | | | | HO2011-101 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. | |



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 record series are listed on the right.

| <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-65 p. 60 | Teletherapy Facility Safety Check Reports | 3 years after installation. | HOSPITAL: 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. | Multiple DANs with similar retention requirements relating to equipment calibration and testing have been combined under this DAN. |



REVISED RECORD SERIES

The record series listed below have been revised; changes and rational are provided. (List is in *Version 5.0* page order.)

| <i>Public Hospitals Version 4.0</i> | | | <i>New (Version 5.0) Disposition Authority Information</i> | | | |
|-------------------------------------|------------------------------|----------------------|--|--|--------------------------------|--|
| 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>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. 55 | 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. |
| Dietary | <i>Meal Counts</i> | HO55-03D-03 p. 11 | Hospital Support Services: Food Services | <i>Meal Counts</i> | HO55-03D-03 Rev. 1 p. 34 | Retention cutoff added. Series description added. |



REVISED RECORD SERIES

The record series listed below have been revised; changes and rational are provided. (List is in *Version 5.0* page order.)

| <i>Public Hospitals Version 4.0</i> | | | <i>New (Version 5.0) Disposition Authority Information</i> | | | |
|-------------------------------------|---|----------------------|--|--|--------------------------------|--|
| Dietary | <i>Menus for Hospital Cafeteria</i> | HO55-03D-04 p. 11 | Hospital Support Services: Food Services | <i>Menus – Cafeteria</i> | HO55-03D-04 Rev. 1 p. 34 | Retention cutoff added. Minor revision to series title. Series description revised. Archival designation has been added. |
| Dietary | <i>Patient Menus</i> | HO55-03D-06 p. 11 | Hospital Support Services: Food Services | <i>Menus – Patient</i> | HO55-03D-06 Rev. 1 p. 34 | Retention cutoff added. Minor revision to series title. Series description added. |
| Emergency Department | <i>Physician Call Schedule</i> | HO55-03E-02 p. 12 | Human Resource Management: Performance Management | <i>Physician Call Schedules</i> | HO55-03E-02 Rev. 1 p. 40 | Retention cutoff added. Minor revisions to series description. |
| Home Health & Home Hospice Care | <i>Equipment Maintenance Records</i> | HO55-03X-01 p. 13 | Asset Management: Leasing/Usage | <i>In-Home Equipment</i> | HO55-03X-01 Rev. 1 p. 8 | Minor revision to retention period wording. Series title revised. Series description revised. |
| Hospital Licensing and Regulation | <i>Responses to Deficiencies</i> | HO55-03V-04 p. 15 | Agency Management: Community Relations | <i>Patient Relations</i> | 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. |
| 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. |



REVISED RECORD SERIES

The record series listed below have been revised; changes and rational are provided. (List is in *Version 5.0* page order.)

| <i>Public Hospitals Version 4.0</i> | | | <i>New (Version 5.0) Disposition Authority Information</i> | | | |
|-------------------------------------|--|----------------------|---|---|--------------------------------|---|
| 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/Acquisiti on | <i>Acceptance Testing</i> | HO55-03L-10 Rev. 1 p. 14 | Series title revised. Series description added. Minor revision to retention period wording. |
| Imaging Services | <i>Image Receptor Calibration Instructions</i> | HO55-03L-19 p. 21 | Asset Management: Maintenance | <i>Calibration Instructions – Image Receptors</i> | HO55-03L-19 Rev. 1 p. 9 | Minor revision to retention wording. Series title revised. Series description added. |
| Imaging Services | <i>Image Receptor Calibration Measurements</i> | HO55-03L-20 p. 21 | Asset Management: Maintenance | <i>Equipment Calibration and Testing</i> | 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. |



REVISED RECORD SERIES

The record 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 | 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. |
| 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-42 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. |



REVISED RECORD SERIES

The record series listed below have been revised; changes and rational are provided. (List is in *Version 5.0* page order.)

| <i>Public Hospitals Version 4.0</i> | | | <i>New (Version 5.0) Disposition Authority Information</i> | | | |
|-------------------------------------|---|----------------------|---|---|--------------------------------|---|
| Imaging Services | <i>Radiation Protection Program Audits and Reviews</i> | HO55-03L-47 p. 25 | Hospital Support Services: Quality Assurance and Compliance | <i>Radiation Protection Program Audits and Reviews</i> | HO55-03L-47 Rev. 1 p. 38 | Series and retention cutoff added. |
| Imaging Services | <i>Public Radiation Dose Records</i> | HO55-03L-42 p. 25 | Health Care and Treatment: Radiation Protection Program | <i>Public Dose Limit Compliance</i> | HO55-03L-42 Rev. 1 p. 30 | Minor revision to series title. Series description revised. |
| Imaging Services | <i>Radiation Dosage Record</i> | HO55-03L-43 p. 25 | Health Care and Treatment: Radiation Protection Program | <i>Radiation Doses</i> | HO55-03L-43 Rev. 1 p. 31 | Retention cutoff added. Minor revision to series title. Series description added. |
| Imaging Services | <i>Radiopharmaceutical Assay Results</i> | HO55-03L-56 p. 27 | Health Care and Treatment: Radiation Protection Program | <i>Radiopharmaceutical Assays</i> | HO55-03L-56 Rev. 1 p. 31 | Retention cutoff added. Minor revision to series title. Minor revisions to series description. |
| Imaging Services | <i>Radiopharmaceutical Misadministration Records</i> | HO55-03L-58 p. 27 | Health Care and Treatment: Radiation Protection Program | <i>Byproduct Medical Events</i> | HO55-03L-58 Rev. 1 p. 28 | Series title revised. Series description added. Retention cutoff added. |
| Imaging Services | <i>Restricted Area Employee Working Instructions</i> | HO55-03L-61 p. 27 | Human Resource Management: Staff Development/Training | <i>Instruction/Training – Occupational Doses</i> | 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. |



REVISED RECORD SERIES

The record 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 | 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. |
| 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 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. |
| 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. 67 | 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. |



REVISED RECORD SERIES

The record series listed below have been revised; changes and rational are provided. (List is in *Version 5.0* page order.)

| <i>Public Hospitals Version 4.0</i> | | | <i>New (Version 5.0) Disposition Authority Information</i> | | | |
|-------------------------------------|--|----------------------|---|--|--------------------------------|---|
| Institutional Review Board | <i>Institutional Review Board Membership Lists</i> | HO55-03U-04 p. 31 | Research Management: Institutional Review Boards | <i>Institutional Review Boards – General Board Records</i> | HO55-03U-04 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 | <i>Investigators’ Reports</i> | HO55-03U-07 p. 31 | Research Management: Institutional Review Board Management | <i>Institutional Review Boards – Principal Investigator Records</i> | HO55-03U-07 Rev. 1 p. 66 | Retention increased from 3 years to 6 years after completion of research to comply with 45 CFR 46.115. |
| Laboratory Services | <i>Quality Control Tests</i> | HO55-03H-05 p. 33 | Laboratory and Pathology Management: Laboratory (General) | <i>Quality Control and Assurance – Transfusion Services</i> | HO55-03H-05 Rev. 1 p. 45 | 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. |
| | | | | <i>Quality Control and Assurance – Non-Transfusion Services</i> | HO2011-126 Rev. 0 p. 46 | |
| Laboratory Services | <i>Test Results, Lab Reports</i> | HO55-03H-07 p. 34 | Laboratory and Pathology Management: Laboratory (General) | <i>Test Reports – General</i> | HO55-03H-07 Rev. 1 p. 47 | 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 | <i>Emergency Kit Drug Receipt and Removal Records</i> | HO55-03R-04 p. 35 | Health Care and Treatment: Long Term Care/Nursing Facility Management | <i>Emergency Kit Drugs</i> | HO55-03R-04 Rev. 1 p. 18 | Series description and retention cutoff added. |



REVISED RECORD SERIES

The record series listed below have been revised; changes and rational are provided. (List is in *Version 5.0* page order.)

| <i>Public Hospitals Version 4.0</i> | | | <i>New (Version 5.0) Disposition Authority Information</i> | | | |
|-------------------------------------|---|----------------------|---|---|--------------------------------|---|
| Long-term care Facilities | <i>Names of Persons Seeking Admission Register</i> | HO55-03R-06 p. 35 | Health Care and Treatment: Long Term Care/Nursing Facility Management | <i>Persons Seeking Admission</i> | 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 | <i>Birth Room Records</i> | HO55-03I-02 p. 38 | Health Care and Treatment: Patient Administration | <i>Maternity Registers</i> | 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 | <i>Patient Case Files</i> | HO55-03I-07 p. 40 | Health Care and Treatment: Patient Medical Records | <i>Patient Medical Records – Age 18 and Over</i> | 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. |
| | | | | <i>Patient Medical Records – Under Age 18</i> | HO2011-101 Rev. 0 p. 26 | |
| Morgue | <i>Autopsy Reports</i> | HO55-03A-02 p. 42 | Laboratory and Pathology Management: Forensic Pathology | <i>Reports – Forensic</i> | HO55-03A-02 Rev. 1 p. 52 | 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 | <i>Operating/Recovery Room Record or Log</i> | HO55-03M-01 p. 44 | Health Care and Treatment: Patient Administration | <i>Operative Indexes</i> | 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. |



REVISED RECORD SERIES

The record 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 | | | |
|-------------------------------------|---|----------------------|--|---|--------------------------------|--|
| 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 | HO55-030-03 p. 46 | Pharmacy Management: Quality Assurance and Control | Pharmaceutical Complaints and Investigations | HO55-030-03 Rev. 1 p. 58 | Series description added. Archival designation added. Series title revised for clarity. |
| Pharmacy | Compounding Practices Reports | HO55-030-04 p. 46 | Pharmacy Management: Quality Assurance and Control | Compounding Practices Reports | HO55-030-04 Rev. 1 p. 57 | Retention cutoff added. Minor revision to series description. |
| 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. 55 | 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. 57 | 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. 55 | Minor revision to series title. Series description added. |



REVISED RECORD SERIES

The record series listed below have been revised; changes and rational are provided. (List is in *Version 5.0* page order.)

| <i>Public Hospitals Version 4.0</i> | | | <i>New (Version 5.0) Disposition Authority Information</i> | | | |
|-------------------------------------|---|----------------------|--|---|--------------------------------|---|
| 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. 54 | 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 | Mechanical Floor Stock Device Record of Removal | HO55-030-14 p. 48 | Asset Management: Inventory | Mechanical Floor Stock Devices – Drug Removal | HO55-030-14 Rev. 1 p. 7 | Series title and description revised for clarity. Retention cutoff added. |
| 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. 57 | 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. 58 | Minor revision to series title. Series description added. |
| Pharmacy | Pharmaceutical Wholesaler Inventories | HO55-030-19 p. 49 | Pharmacy Management: Drug Accountability | Pharmaceutical Wholesaler Inventories | HO55-030-19 Rev. 1 p. 56 | 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. 53 | 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. |



| REVISED RECORD SERIES | | | | | | |
|--|---|----------------------|--|---|--------------------------------|---|
| The record 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 | | | |
| Pharmacy | Record of Returned Pharmaceuticals | HO55-030-25 p. 49 | Pharmacy Management: Quality Assurance and Control | Returned Pharmaceuticals | HO55-030-25 Rev. 1 p. 59 | 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. 59 | 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. 56 | 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. 59 | Minor revision to series title. Addition of series description. |
| 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 | HO2011-116 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. |



REVISED RECORD SERIES

The record series listed below have been revised; changes and rationale are provided. (List is in *Version 5.0* page order.)

| <i>Public Hospitals Version 4.0</i> | | | <i>New (Version 5.0) Disposition Authority Information</i> | | | |
|-------------------------------------|---------------------------------|----------------------|--|--|--------------------------------|---|
| Respiratory Care | <i>Diagnostic Graphs</i> | HO55-03S-01 p. 54 | Health Care and Treatment: Diagnostic and Medical Imaging | <i>Diagnostic Images – Age 18 and Older</i> | 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. |
| | | | | <i>Diagnostic Images – Under Age 18</i> | HO2011-084 Rev. 0 p. 16 | |



New Record series

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

| Function | Activity | Disposition Authority Number (DAN) | Title | Current, Approved Minimum Retention |
|------------------|--------------------|------------------------------------|---|--|
| Asset Management | <i>Disposal</i> | HO2011-074 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> | HO2011-075 Rev. 0 p. 6 | <i>Decay – Strontium-90</i> | Retain for the life of the source then destroy. |
| Asset Management | <i>Inventory</i> | HO2011-076 Rev. 0 p. 7 | <i>Radiation Source Inventories</i> | Retain for 3 years after date of inventory then destroy. |
| Asset Management | <i>Maintenance</i> | HO2011-077 Rev. 0 p. 9 | <i>Calibration – Brachytherapy Sources</i> | Retain for 3 years after last use of source then destroy. |
| Asset Management | <i>Maintenance</i> | HO2011-078 Rev. 0 p. 9 | <i>Calibration – Dosimetry Equipment</i> | Retain for the duration of authorized user’s license then destroy. |
| Asset Management | <i>Maintenance</i> | HO2011-079 Rev. 0 p. 11 | <i>Instructions – Manufacturer</i> | Retain for duration of source use then destroy. |
| Asset Management | <i>Maintenance</i> | HO2011-080 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> | HO2011-081 Rev. 0 p. 12 | <i>Sterilizer Spore Tests</i> | Retain for 3 years after date of test then destroy. |
| Asset Management | <i>Maintenance</i> | HO2011-082 Rev. 0 p. 12 | <i>Surveys – Treatment Equipment</i> | Retain for the duration of the use of the treatment unit then destroy. |



New Record series

This table contains record 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> | HO2011-083 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> | HO2011-084 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> | HO2011-085 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> | HO2011-086 Rev. 0 p. 17 | <i>Radiologic Reports</i> | Retain for 5 years after date of report/printout then destroy. |
| Health Care and Treatment | <i>Long Term Care/Nursing Facility Management</i> | HO2011-087 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>Long Term Care/Nursing Facility Management</i> | HO2011-088 Rev. 0 p. 18 | <i>Long Term Care/Nursing Home Patient Medical Records – Age 18 and Over</i> | Retain for 8 years after last discharge then destroy. |
| Health Care and Treatment | <i>Long Term Care/Nursing Facility Management</i> | HO2011-089 Rev. 0 p. 19 | <i>Long Term Care/Nursing Home Patient Medical 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>Long Term Care/Nursing Facility Management</i> | HO2011-090 Rev. 0 p. 19 | <i>Resident Administration</i> | Retain for 1 year after death/discharge of resident then destroy. |
| Health Care and Treatment | <i>Long Term Care/Nursing Facility Management</i> | HO2011-091 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 Record series

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

| Function | Activity | Disposition Authority Number (DAN) | Title | Current, Approved Minimum Retention |
|---------------------------|---|------------------------------------|---|--|
| Health Care and Treatment | Long Term Care/Nursing Facility Management | HO2011-092 Rev. 0 p. 20 | Resident In/Out Logs | Retain for 3 years after last entry then destroy. |
| Health Care and Treatment | Patient Administration | HO2011-093 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 | HO2011-094 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 | HO2011-095 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 | HO2011-096 Rev. 0 p. 23 | Cost/Fee Sheets | Retain for 6 years after date service provided then destroy. |
| Health Care and Treatment | Patient Billing | HO2011-097 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 | HO2011-098 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 | HO2011-099 Rev. 0 p. 25 | Counseling | Retain for 5 years after patient's last visit then destroy. |
| Health Care and Treatment | Patient Medical Records | HO2011-100 Rev. 0 p. 25 | Organ Transplants | Retain for 7 years after date of transplant procedure then destroy. |



New Record series

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

| Function | Activity | Disposition Authority Number (DAN) | Title | Current, Approved Minimum Retention |
|---------------------------|-------------------------------------|------------------------------------|--|--|
| Health Care and Treatment | <i>Patient Medical Records</i> | HO2011-101 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. |
| Health Care and Treatment | <i>Patient Medical Records</i> | HO2011-102 Rev. 0 p. 27 | <i>Patient Medical Records – Disclosure Authorized</i> | Retain for 1 year after receipt of authorization to disclose then destroy. |
| Health Care and Treatment | <i>Radiation Protection Program</i> | HO2011-103 Rev. 0 p. 28 | <i>Brachytherapy Source Accountability</i> | Retain for 3 years after disposal of brachytherapy source then destroy. |
| Health Care and Treatment | <i>Radiation Protection Program</i> | HO2011-104 Rev. 0 p. 30 | <i>Patient Releases – Radiation</i> | Retain for 3 years after patient release then destroy. |
| Health Care and Treatment | <i>Radiation Protection Program</i> | HO2011-105 Rev. 0 p. 30 | <i>Program Approvals/Changes</i> | Retain for 5 years after date of document/approval then destroy. |
| Health Care and Treatment | <i>Radiation Protection Program</i> | HO2011-106 Rev. 0 p. 33 | <i>Written Directives – Authorizations</i> | Retain for 3 years after date of directive then destroy. |
| Health Care and Treatment | <i>Radiation Protection Program</i> | HO2011-107 Rev. 0 p. 33 | <i>Written Directives – Doses</i> | Retain for 3 years after administration of dose then destroy. |
| Health Care and Treatment | <i>Radiation Protection Program</i> | HO2011-108 Rev. 0 p. 33 | <i>Written Directives – Procedures</i> | Retain for the duration of the authorized user's license then destroy. |
| Hospital Support Services | <i>Food Services</i> | HO2011-109 Rev. 0 p. 34 | <i>Patient Meals</i> | Retain for 3 years after provision of meal then destroy. |



New Record series

This table contains record 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 | HO2011-110 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 | HO2011-111 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 | HO2011-112 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 | HO2011-113 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 | HO2011-114 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 | HO2011-115 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 | HO2011-116 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 | HO2011-117 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 | HO2011-118 Rev. 0 p. 39 | Baptismal Registries | Retain until no longer needed for agency business then transfer to Washington State Archives. |



New Record series

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

| Function | Activity | Disposition Authority Number (DAN) | Title | Current, Approved Minimum Retention |
|-------------------------------------|-------------------------------|------------------------------------|--|---|
| Hospital Support Services | Reporting | HO2011-119 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 | HO2011-120 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 | HO2011-121 Rev. 0 p. 40 | Staff Plans/Schedules | Retain until completion of Joint Commission on Accreditation of Healthcare Organizations audit then destroy. |
| Human Resource Management | Performance Management | HO2011-122 Rev. 0 p. 40 | Radiation Safety Officer | Retain until termination/expiration of medical use license then destroy. |
| Laboratory and Pathology Management | Blood/Tissue Banks | HO2011-123 Rev. 0 p. 41 | Blood/Tissue Bank Employees | Retain for 10 years after termination of employment then destroy. |
| Laboratory and Pathology Management | Laboratory (General) | HO2011-124 Rev. 0 p. 43 | Immunohematology – Non – Transfusion Related | Retain for 2 years after date of document then destroy. |
| Laboratory and Pathology Management | Laboratory (General) | HO2011-125 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) | HO2011-126 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) | HO2011-127 Rev. 0 p. 46 | Test Procedures | Retain for 2 years after procedures has been discontinued then destroy. |



New Record series

This table contains record 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) | HO2011-128 Rev. 0 p. 47 | Test Reports – Pathology | Retain for 10 years after date of report then destroy. |
| Laboratory and Pathology Management | Laboratory (General) | HO2011-129 Rev. 0 p. 48 | Test Reports – Transfusion Services | Retain for 5 years after date of report/results then destroy. |
| Laboratory and Pathology Management | Laboratory (General) | HO2011-130 Rev. 0 p. 48 | Transfusion Services – General Administration | Retain for 5 years after conclusion of transfusion/testing then destroy. |
| Laboratory and Pathology Management | Blood/Tissue Banks | HO2011-131 Rev. 0 p. 49 | Donors – Deferred | Retain for the life of the agency. |
| Laboratory and Pathology Management | Blood/Tissue Banks | HO2011-132 Rev. 0 p. 49 | Donors/Recipients – General | Retain for 10 years after final donation/receipt then destroy. |
| Laboratory and Pathology Management | Blood/Tissue Banks | HO2011-133 Rev. 0 p. 50 | Donors/Recipients – Specimens | Retain for 7 years after transfusion then destroy. |
| Laboratory and Pathology Management | Blood/Tissue Banks | HO2011-134 Rev. 0 p. 50 | Quality Control (Blood/Tissue Banks) | Retain for 5 years after conclusion of quality control testing then destroy. |
| Laboratory and Pathology Management | Cytogenetics | HO2011-135 Rev. 0 p. 51 | Diagnostic Images and Final Reports (Cytogenetics) | Retain for 20 years after date of report then destroy. |
| Laboratory and Pathology Management | Cytogenetics | HO2011-136 Rev. 0 p. 51 | Gated Dot Plots/Histograms | Retain for 10 years after examination then destroy. |



New Record series

This table contains record 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 | HO2011-137 Rev. 0 p. 52 | Accession Logs (Forensic Pathology) | Retain for the life of the agency. |
| Laboratory and Pathology Management | Forensic Pathology | HO2011-138 Rev. 0 p. 52 | Cytology Reports | Retain for 10 years after date of report then destroy. |
| Laboratory and Pathology Management | Forensic Pathology | HO2011-139 Rev. 0 p. 52 | Gross Injury/Trauma Photographs and Negatives | Retain for the life of the agency then transfer to Washington State Archives. |
| Pharmacy Management | Administration | HO2011-140 Rev. 0 p. 54 | 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 | HO2011-141 Rev. 0 p. 57 | Home Dialysis Program Quality Assurance | Retain for 6 years after date of shipment then destroy. |
| Pharmacy Management | Quality Assurance and Control | HO2011-142 Rev. 0 p. 59 | Pharmacy Policy, Procedure, and Training Manuals | Retain for 2 years after superseded then destroy. |
| Research Management | Clinical Trials | HO2011-143 Rev. 0 p. 60 | 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 | HO2011-144 Rev. 0 p. 60 | 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. |



New Record series

This table contains record 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> | HO2011-145 Rev. 0 p. 61 | <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> | HO2011-146 Rev. 0 p. 61 | <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> | HO2011-147 Rev. 0 p. 62 | <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> | HO2011-148 Rev. 0 p. 62 | <i>Investigators' Financial Interest</i> | Retain for 6 years after conclusion of pertinent investigational activities then destroy. |
| Research Management | <i>Clinical Trials</i> | HO2011-149 Rev. 0 p. 63 | <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> | HO2011-150 Rev. 0 p. 63 | <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> | HO2011-151 Rev. 0 p. 64 | <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> | HO2011-152 Rev. 0 p. 65 | <i>Diagnostic Research</i> | Retain for 8 years after conclusion of research activities then destroy. |



QUICK CHECK: Increased Retention Periods

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



QUICK CHECK: Increased Retention Periods

This table contains record 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. 67 | 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. 66 | 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 record 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. 45 | 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. 52 | 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. 57 | 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. 53 | 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 record 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/Insurance | <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 record 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. 47 | 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. 43 | Laboratory and Pathology Management: Laboratory (General) | Accession/Test Logs | Retain for 2 years after date of entry then destroy. |