

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).

- NON-ARCHIVAL.
- **Reformatting** of Disposition Authority Numbers. <u>Newly assigned numbers</u> will adhere to the following format, "HO2010-001", which is comprised of three parts:

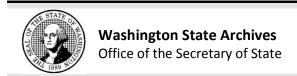


- 1. Retention schedule prefix (HO for Public Hospitals, GS for CORE and LGGRRS, etc.)
- 2. Year (2010)
- 3. Sequential three-digit number (001, 002, 003, etc.)
- ✓ **Revision numbers** have been added. All DANs for record series which did not change from *Public Hospital Districts Records Retention 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.



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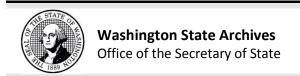
DISCONTINUED DISPOSITION AUTHORITY NUMBERS (DANS)	4
REVISED RECORD SERIES	
NEW RECORD SERIES	76
QUICK CHECK: INCREASED RETENTION PERIODS	
QUICK CHECK: DECREASED RETENTION PERIODS	



	Public Hosp	oitals Version 4.0			New (Versio	n 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Admitting	HO55-03B-01 p. 5	Admissions and Discharges Statistical Report	3 years. Potential archival value.	CORE: Agency Management: Administration (General)	GS50-01-32 Rev. 0 p. 8	Research/Program Reports, Studies, Surveys, Models, and Analyses	Destroy when obsolete or superseded - Potential archival value.	These records are covered by CORE.
Admitting	HO55-03B-04 p. 5	Surgery Schedule/Oper ation 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 Managemen t: 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.



	Public Hos _l	oitals Version 4.0)		New (Versio	on 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
		Incident Reports and	,	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.
Agency Managemen t: Risk Managemen t/Insurance	HO50-06C-14 p. 7	Accident Claims for Damages Filed Against the Agency by Other Parties, and by the Agency Against Other Parties	resulting in claims – closure plus 6 years. • For accidents/inciden ts involving minors NOT resulting in claims	CORE: Agency Management: Risk Management/In surance	GS50-06C-03 Rev. 1 p. 27	Accidents/Incident s – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18 then destroy.	These records are covered by CORE.
		(Claims Made or Per Occurrence)	 age of majority plus 3 years. For accidents/inciden ts involving minors resulting in claims – closure plus 6 years. 	CORE: Agency Management: Risk Management/In surance	GS2010-081 Rev. 0 p. 27	Accidents/Incident s – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident then destroy.	These records are covered by CORE.



	Public Hos _l	oitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Agency Managemen t: Risk Managemen t/Insurance	HO50-06C-28 p. 7	Liability Waivers	Expiration or completion of activity plus 6 years.	CORE: Agency Management: Contracts/Agree ments	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 Managemen t: Disposal	HO55-05A-08 p. 8	Right of Way Vacation Files	Destroy when obsolete or superseded.					These records will be covered by CORE in the next revision of its Agency Management function.
Ambulatory Surgical Center	HO55-03Y-01 p. 9	Conditions of Participation/A ccreditation Survey	6 years.	CORE: Agency Management: 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.



	Public Hosp	pitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
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	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.	record and should be retained accordingly.
Dietary	HO55-03D-07 p. 11	Summary of Food Costs	3 years.	CORE: Financial Management: Accounting	GS50-03A-02 Rev. 0 p. 76	Accounts Payable and Receivable Supporting Documents and Reports	3 years.	These records can be retained as accounts payable documentation, which is covered by CORE.
Emergency Department	HO55-03E-01 p. 12	Patient Logs	Permanent.	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.	Hospital patient logs have been replaced with a centralized patient management and tracking system called the master patient index.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
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	On Site Licensing 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.	On-site licensing surveys are relate to hospital accreditation, which is covered by core.
Housekeepin g and Laundry	HO55-03F-01 p. 16	Daily Report of Linen Laundered	3 years.	CORE: Agency Management: Administration (General)	GS50-06F-03 Rev. 0 p. 7	Informational Reports Compiled for Agency Use	Destroy when obsolete or superseded. Potential archival value.	These records are covered by CORE.
Housekeepin g and Laundry	HO55-03F-02 p. 16	Daily Work Schedules	Destroy when obsolete or superseded.	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.
Housekeepin g and Laundry	HO55-03F-03 p. 16	Inventory of Linens Discarded	3 years.	CORE: Asset Management: Inventory	GS50-08B-02 Rev. 0 p. 57	Inventory of Materials/Equipm ent, Changes and Transfers	3 years.	Physical asset inventories are covered by CORE.

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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Housekeepin g and Laundry	HO55-03F-04 p. 16	New Linen Distribution Listings	3 years.	CORE: Asset Management: Inventory	GS50-08B-02 Rev. 0 p. 57	Inventory of Materials/Equipm ent, Changes and Transfers	3 years.	Physical asset distribution and transfer records are covered by CORE.
Housekeepin g and Laundry	HO55-03F-05 p. 16	Record of New Linen Purchases	6 years.	CORE: Financial Management: Accounting	GS50-01-17 Rev. 0 p. 79	Fiscal, Purchase and Receiving Documents	Finance or Purchasing Office keeps primary copies 6 years.	Purchase documents are covered by CORE.
Human Resource Managemen t: Industrial Insurance	HO50-06C-02 p. 17	Accident/Incide nt Reports – Employees – Insured by Agency or Not Reportable to Labor and Industries	• For accidents/incide nts involving adults NOT resulting in claims – 3 years. • For accidents/incide nts involving adults resulting in claims – closure plus 6 years.	CORE: Agency Management: Risk Management/In surance	GS50-06C-03 Rev. 1 p. 27	Accidents/Incident s – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18 then destroy.	Employee accident/inciden t reports are covered by CORE.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
			◆ For accidents/incide nts involving minors NOT resulting in claims – age of majority plus 3 years. ◆ For accidents/incide nts involving minors resulting in claims – closure plus 6 years.		GS2010-081 Rev. 0 p. 27	Accidents/Incident s – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident then destroy.	



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Human Resource	HO50-06C-03	Accident/Incide nt Reports – Employees – Insured by	 For accidents/incidents involving adults NOT resulting in claims – 3 years. For accidents/incidents involving adults resulting in claims – closure plus 6 years. For 	CORE: Agency Management:	GS50-06C-03 Rev. 1 p. 27	Accidents/Incident s – No Claim Filed (Under Age 18)	Retain for 3 years after individual reaches age 18 then destroy.	Employee accident/inciden
Managemen t: Industrial Insurance	p. 18	Agency or Not Reportable to Labor and Industries	accidents/inciden ts involving minors NOT resulting in claims – age of majority plus 3 years. • For accidents/inciden ts involving minors resulting in claims – closure plus 6 years.	Risk Management/In surance	GS2010-081 Rev. 0 p. 27	Accidents/Incident s – No Claim Filed (Age 18 and Older)	Retain for 3 years after date of incident then destroy.	t reports are covered by CORE.

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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-01 p. 19	Air Sampling Survey Records	Termination of pertinent license or permit plus 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 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	Brachytherapy and Sealed Byproduct Source Leakage Test Reports	5 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.	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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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-04 p. 19	Byproduct (Unsealed) Measurement of Doses	3 years.	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/Transf er	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.
					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
Imaging Services	HO55-03L-11 p. 20	Echocardiograp h – Abnormal Readings	3 years.	HOSPITAL: Health Care and Treatment: Diagnostic and Medical Imaging	HO2011-084 Rev. 0 p. 16	Diagnostic Images – Under Age 18	Retain for 8 years after patient attains age 18 then destroy.	nave been combined under this DAN and assigned a minimum retention period based on the standard retention reported by hospitals.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
					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
Imaging Services	HO55-03L-12 p. 20	Echocardiograp h – Normal Readings	3 years.	HOSPITAL: Health Care and Treatment: Diagnostic and Medical Imaging	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-13 p. 20	Echocardiograp h	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



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
					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.
					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
Imaging Services	HO55-03L-14 p. 20	Electrocardiogr ams	3 years.	HOSPITAL: Health Care and Treatment: Diagnostic and Medical Imaging	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.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services					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
	HO55-03L-15 p. 20	Electroencephal ograms	3 years.	HOSPITAL: Health Care and Treatment: Diagnostic and Medical Imaging	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-16 p. 21	Electroencephal ogram Normal Tracing	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



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
					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-17 p. 21	Equipment Inspections and Tests	3 years.	CORE: Asset Management: Maintenance	GS50-06E-20 Rev. 0 p. 61	Equipment and Vehicle Maintenance Reports	3 years.	These records are covered by CORE.



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-18 p. 21	High Radiation Area Entry Control Device Test Records	3 years.	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.



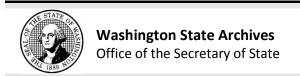
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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-22 p. 21	Image Receptor Spot Check Measurements and Corrective Action Records	3 years.	CORE: Asset Management: Maintenance	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/Equipm ent, 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	HO55-03L-32	Nuclear Image	10 years after last treatment or 3 years after	HOSPITAL: Health Care and Treatment:	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
Services	p. 23	Files	patient turns age 18, whichever is longer.	Diagnostic and Medical Imaging	Rev. 0 p. 16		Retain for 8 years after patient attains age 18 then destroy.	consolidated under HO55-03S- 01.



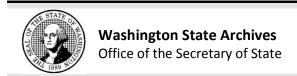
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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-33 p. 23	Nuclear Medicine Annual Accuracy Tests	3 years.	CORE: Asset Management: Maintenance	GS50-06E-20 Rev. 0 p. 61	Equipment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



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Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Imaging Services	HO55-03L-35 p. 24	Nuclear Medicine Quarterly Linearity Tests	3 years.	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 equipment calibration and testing have been combined under HO55-03L-20.
Imaging Services	HO55-03L-36 p. 24	Occupational and Public Radiation Dose and Exposure History Records	30 years after termination of license or registration.	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.



	Public Hos	oitals Version 4.0		New (Version 5.0) Disposition Authority Information					
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale	
Imaging Services	HO55-03L-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.	



	Public Hos	oitals Version 4.0		New (Version 5.0) Disposition Authority Information					
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale	
Imaging Services	HO55-03L-41 p. 25	Patient Log or Register	Until disposition of last patient file listed.	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.	Hospitals report that patient logs/registers have been replaced with more comprehensive patient tracking and management systems called master patient indexes.	
Imaging Services	HO55-03L-44 p. 25	Radiation General and Package Survey Results	3 years.	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.	



	Public Hos _l	oitals Version 4.0			New (Versio	n 5.0) Disposition A	uthority Information	
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.



	Public Hos _l	oitals Version 4.0		New (Version 5.0) Disposition Authority Information					
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale	
Imaging Services	HO55-03L-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 Misadministrati on 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.	



	Public Hos _l	oitals Version 4.0		New (Version 5.0) Disposition Authority Information					
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale	
Imaging Services	HO55-03L-52 p. 26	Radioactive Effluent Release Measurements and Calculations	30 years after termination of pertinent license or permit.	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.	



	Public Hos	oitals Version 4.0		New (Version 5.0) Disposition Authority Information						
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale		
Imaging Services	HO55-03L-54 p. 26	Radioactive Package Survey Results	3 years.	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	Radiopharmace utical 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.	Radiopharmaceu tical dosage histories are patient-specific records that are		



	Public Hos	oitals Version 4.0		New (Version 5.0) Disposition Authority Information					
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	Radiopharmace utical 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	
					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.	of the patient medical record and should be retained accordingly.	
Imaging Services	HO55-03L-60 p. 27	Radiopharmace utical Requisition	6 years.	CORE: Asset Management: Purchasing/Acq uisitions	GS50-08A-10 Rev. 0 p. 71	Requisitions	6 years.	Requisitions are covered by CORE.	
Imaging Services	HO55-03L-62 p. 27	Roentgenogra ms 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	



	Public Hos _l	oitals Version 4.0		New (Version 5.0) Disposition Authority Information					
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.	



	Public Hos	oitals Version 4.0		New (Version 5.0) Disposition Authority Information					
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.	



	Public Hos	oitals Version 4.0		New (Version 5.0) Disposition Authority Information					
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/Tr aining	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/terminatio n 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	



	Public Hos _l	oitals Version 4.0			New (Versio	n 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
				Review Boards	HO55-03U-02 Rev. 1 p. 67	Institutional Review Boards – Research Conducted	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	Research Proposals	3 years after completion.	HOSPITAL: Research Management: Institutional Review Boards	HO55-03U-04 Rev. 1 p. 66	Institutional Review Boards – General Board Records	Retain for 3 years after date of document then transfer to Washington State Archives.	A number of previously unscheduled IRB records with the same retention requirements under 45 CFR 46.115 have been combined under HO55-03U-04 and HO55-03U-02.

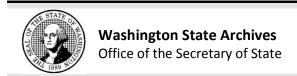


	Public Hos _l	oitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
					HO55-03U-02 Rev. 1 p. 67	Institutional Review Boards – Research Conducted	Retain for 3 years after completion of research then arrange for appraisal by Washington State Archives.	A number of previously unscheduled IRB records with the same retention requirements under 45 CFR 46.115 have been combined under HO55-03U-04 and HO55-03U-02.
Institutional Review Board	HO55-03U-09 p. 31	Review Activity Files, Continuing	3 years.	HOSPITAL: Research Management: Institutional Review Boards	HO55-03U-02 Rev. 1 p. 67	Institutional Review Boards – Research Conducted	Retain for 3 years after completion of research then arrange for appraisal by Washington State Archives.	Several institutional review board series relating to research conducted have been combined under HO55-03U-02.

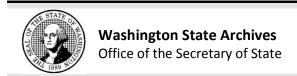


	Public Hos	oitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Institutional Review Board	HO55-03U-10 p. 32	Statements of Significant New Findings Provided to Subjects	3 years.	HOSPITAL: Research Management: Institutional Review Boards	HO55-03U-02 Rev. 1 p. 67	Institutional Review Boards – Research Conducted	Retain for 3 years after completion of research then arrange for appraisal by Washington State Archives.	Several institutional review board series relating to research conducted have been combined under HO55-03U-02.
Laboratory Services	HO55-03H-01	Hematology and Cytology	10 years after	HOSPITAL: Health Care and	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.
	p. 33	Reports – Abnormal Results	examination.	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.	Hematology and cytology reports are part of the patient medical record and should be retained accordingly.

	Public Hos	oitals Version 4.0			New (Versio	n 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
		Hematology and Cytology		HOSPITAL: Health Care and	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
Laboratory Services	HO55-03H-02 p. 33	Reports – Negative Results	10 years after examination.	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 medical record and should be retained accordingly.
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.
			For transfusion	HOSPITAL: Laboratory and	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
Laboratory Services	HO55-03H-06 p. 33	Tests For all o	For all other Manage services: 2 years. Laborate	Pathology Management: Laboratory (General)	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.	records, which have been combined under HO55-03H-05 and HO2011-126.



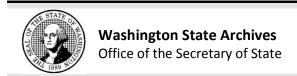
	Public Hos _l	pitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Long-Term Care Facilities	HO55-03R-01 p. 35	Dialysis Services Agreements	6 years after termination.	CORE: Agency Management: Contracts/Agree ments	GS50-01-11 Rev. 0 p. 20	Contracts and Agreements	Retain for 6 years after termination or expiration of instrument then destroy.	Agreements are covered by CORE.
Long-Term Care Facilities	HO55-03R-02 p. 35	Disaster Preparedness Plans	Permanent.	CORE: Agency Management: Risk Management/In surance	GS50-14-03 Rev. 0 p. 27	Disaster Preparedness and Recovery Plans	Destroy when obsolete or superseded plus 6 years - Potential archival value - See remarks	Disaster preparedness and recovery plans are covered by CORE.
Long Torm		Device Thousand	10 years often	HOSPITAL: Health Care and	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health-related services then destroy.	Drug therapy continuity records are part
Long-Term Care Facilities	HO55-03R-03 p. 35	Drug Therapy Continuity Records	10 years after termination of residency.	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.	of the patient medical record and should be retained accordingly.



	Public Hos	oitals Version 4.0			New (Versio	n 5.0) Disposition A	uthority Information	
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.
		Notice to	10 years after termination of	HOSPITAL: Health Care and	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health-related services then destroy.	Signed patient acknowledgeme nts are part of
Long-Term Care Facilities	HO55-03R-07 p. 36	Residents of Legal Rights and Services	residency or 3 years past age of majority, whichever is longer.	Treatment: Patient Medical Records	HO2011-101 Rev. 0 p. 26	Retain for 10 y after last prov health-related and 3 years af	Retain for 10 years after last provision of health-related services and 3 years after patient attains age 18 then destroy.	the patient medical record and should be retained accordingly.
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



	Public Hos _l	oitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
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	HO55-03O-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/Agree ments	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.



	Public Hos	oitals Version 4.0			New (Versio	n 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Long-Term Care Facilities	HO55-03R-11 p. 36	Tuberculosis Tests for Employees	6 years after termination of employment.	CORE: Human Resource Management: Occupational Health and Safety	GS51-05D-10 Rev. 0 p. 128	Employee Medical and Exposure Records	Termination of employment plus 30 years.	Employee medical and exposure records are covered by CORE.
Long Torm		Tuberculosis	10 years after termination of	HOSPITAL: Health Care and	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health-related services then destroy.	Resident medical tests are part of
Long-Term Care Facilities	HO55-03R-12 p. 37	Tests for Residents	residency or 3 years past age of majority, whichever is longer.	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.	the patient medical record and should be retained accordingly.
Medical Records	HO55-03I-01 p. 38	Admissions, Discharge and Transfer Monthly 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).

	Public Hos	pitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
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).
			10 years after last discharge or	HOSPITAL: Health Care and	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
Medical Records	HO55-03I-04 p. 38	I-04 <i>Emergency</i> 3 years <i>Room Reports</i> patient	3 years after patient turns age 18, whichever is longer.	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.	of the patient medical record and should be retained accordingly.
			2 years after	HOSPITAL: Health Care and	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
Medical Records	HO55-03I-05 p. 38	Fetal Monitor Tapes	3 years after patient turns age 18.	Treatment: Patient Medical Records	HO2011-101 Rev. 0 p. 26 Patient Medical Records – Under Age 18 after last health-re and 3 ye patient a	Retain for 10 years after last provision of health-related services and 3 years after patient attains age 18 then destroy.	the patient medical record and should be retained accordingly.	



	Public Hos _l	oitals Version 4.0			New (Versio	n 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Medical Records	HO55-03I-06 p. 39	Indices to Patient Medical Records/Medic al Records Database	Permanent.	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.	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	Patient Treatment Logs	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.	This outdated record series has been replaced with the Master Patient Index.
Medical Staff	HO55-03J-02 p. 41	Departmental Staff Committee Minutes	3 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.



	Public Hos	oitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Medical Staff	HO55-03J-03 p. 41	Doctor's Personnel File	6 years after termination of practice at district hospital.	CORE: Human Resource Management: Personnel	GS50-04B-06 Rev. 0 p. 135	Personnel File	Termination plus 6 years.	Personnel records are covered by CORE.
Morgue	HO55-03A-01 p. 42	Autopsy Authorizations, Post Mortem	10 years.					These records have been removed from the <i>Public Hospitals</i> schedule because they are coroner/medical examiner records, which are covered by <i>LGGRRS</i> .



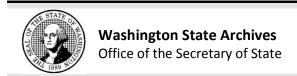
	Public Hos	oitals Version 4.0			New (Versio	n 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Morgue	HO55-03A-03 p. 42	Deceased Personal Property Report	6 years.					These records have been removed from the <i>Public Hospitals</i> schedule because they are coroner/medical examiner records, which are covered by <i>LGGRRS</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.



	Public Hos _l	oitals Version 4.0			New (Versio	n 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pathology	HO55-03N-01 p. 45	Autopsy Blocks	5 years.					This DAN has been discontinued because these records do not meet the definition of a public record as defined in Chapter 40.14 RCW.
Pathology	HO55-03N-02 p. 45	Autopsy Slides	10 years.					This DAN has been discontinued because these records do not meet the definition of a public record as defined in Chapter 40.14 RCW.



	Public Hos _l	oitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
				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
	HO55-03N-03			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.	statutory definition of public records provided in Chapter 40.14 RCW.
Pathology	p. 45	Reports/Blocks	10 years.	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.	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	HO55-03A-02 Rev. 1 p. 52	Reports - Forensic	Retain for the life of the agency.	



	Public Hos _l	oitals Version 4.0			New (Versio	n 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pathology	HO55-03N-04 p. 45	Slides/Surgical Slips	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.
	HO55-03N-06			HOSPITAL: Laboratory and Pathology	HO2011-129 Rev. 0 p. 48	Test Reports – Transfusion Services	Retain for 5 years after date of report/results then destroy.	Records of test results are part of the patient
Pathology	p. 45	Test Results	5 years.	Management: Laboratory (General)	HO55-03H-07 Rev. 1 p. 47	Test Reports – General	Retain for 2 years after examination of the	medical record and should be retained accordingly.
Pharmacy	HO55-03O-01 p. 46	Alcohol Inventory and Orders	6 years.	CORE: Asset Management: Purchasing/Acq uisitions	GS50-08B-05 Rev. 0 p. 70	Materials Orders/Requisition s	3 years.	Order and requisition records are covered by CORE.



	Public Hos	pitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
					GS50-08B-02 Rev. 0 p. 57	Inventory of Materials/Equipm ent, Changes and Transfers	3 years.	Inventory records are covered by CORE.
Pharmacy	HO55-03O-02 p. 46	Antineoplastic Medications – Documentation of Personnel Trained	30 years after termination of employment.	CORE: Human Resource Management: Staff Development/Tr aining	GS50-04G-01 Rev. 0 p. 141	Employee Training History File	Termination plus 6 years.	Personnel training records are covered by CORE.
Pharmacy	HO55-03O-05 p. 46	Controlled Substances Dispensing Record	2 years after last entry.	HOSPITAL: Pharmacy Management: Drug Accountability	HO55-03O-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 HO55-03O-09.



	Public Hos	oitals Version 4.0			New (Versio	n 5.0) Disposition A	uthority Information	Rationale Several series with similar retention requirements relating to		
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale		
Pharmacy	HO55-03O-06 p. 47	Controlled Substances Emergency Transfer Records	2 years.	HOSPITAL: Pharmacy Management: Drug Accountability	HO55-03O-09 Rev. 1 p. 55	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	with similar retention requirements relating to pharmaceutical inventory accountability have been combined under		
Pharmacy	HO55-03O-07 p. 47	Controlled Substances Receipt and Distribution Records	2 years.	HOSPITAL: Pharmacy Management: Drug Accountability	HO55-03O-09 Rev. 1 p. 55	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.			

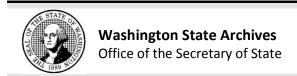
	Public Hos	oitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pharmacy	HO55-03O-08 p. 47	Controlled Substances Samples Distribution Reports	2 years.	HOSPITAL: Pharmacy Management: Drug Accountability	HO55-03O-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	HO55-03O-13 p. 48	Mechanical Floor Stock Device Certificate of Location	2 years after removal or relocation of device.	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.
	HO55-03O-16	Parenteral Products Out- Patient	2 years after last	HOSPITAL: Pharmacy	HO55-030-22 Rev. 1 p. 53	Patient Profile and Medication Records – Age 18 and Over	Retain for 8 years after last date of service/activity then destroy.	This information is part of the patient profile/dispensin
Pharmacy	p. 48	Distribution System Documentation	dispensing activity.	Management: Administration	HO2011-140 Rev. 0 p. 54	Patient Profile and Medication Records – Under Age 18	Retain for 8 years after client attains age 18 then destroy.	g record and has been combined with similar DANs accordingly.

	Public Hos _l	oitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	Rationale Parenteral products patient welfare reports are part of the patient medical record and should be retained accordingly. These records are covered by the Common		
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale		
Pharmacy		Parenteral		HOSPITAL: Health Care and	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.	products patient welfare reports		
	HO55-030-17 p. 48	Products Patient Welfare Reports	2 years.	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.	patient medical record and should be retained		
Pharmacy	HO55-03O-20 p. 49	Pharmacy Inspections	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	are covered by the Common records Retention		
Pharmacy	HO55-03O-21 p. 49	Pharmacy Licenses and Permits	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 the Common Records Retention Schedule (CORE).		



	Public Hos	oitals Version 4.0			New (Versio	n 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pharmacy	HO55-03O-23 p. 49	Radiopharmace uticals Acquisition Records	Disposition of radiopharmaceu tical plus 3 years.	HOSPITAL: Asset Management: Inventory	HO55-03L-08 Rev. 1 p. 7	Radioactive Material – Acquisition/Transf er	Retain for 3 years after disposal/transfer then destroy.	Several DANs with similar retention requirements relating to radioactive pharmaceutical acquisition/trans fer have been combined under this DAN.
Pharmacy	HO55-03O-24 p. 49	Radiopharmace uticals 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.

	Public Hos	pitals Version 4.0			New (Versio	on 5.0) Disposition	Authority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Pharmacy	HO55-03O-27 p. 50	Schedule I and Schedule II Drug Completed Federal Order Forms	6 years.	HOSPITAL: Pharmacy Management: Drug Accountability	HO55-03O-09 Rev. 1 p. 55	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	This DAN has been combined with other DANs with similar retention requirements relating to pharmaceutical inventory accountability.
Pharmacy	HO55-03O-28 p. 50	Schedule I, II, III, IV and V Drug Inventories	2 years after superseded.	HOSPITAL: Pharmacy Management: Drug Accountability	HO55-03O-09 Rev. 1 p. 55	Pharmaceutical Inventory Accountability	Retain for 6 years after date of destruction/disposition then destroy.	Several series relating to pharmaceutical inventory accountability have been combined under HO55-03O-09.
Pharmacy	HO55-03O-30 p. 50	Schedule V Drug Register	6 years after last entry.	HOSPITAL: Pharmacy Management: Drug Accountability	HO55-03O-09 Rev. 1 p. 55	Pharmaceutical Inventory Accountability	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.



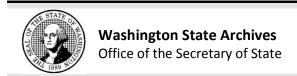
	Public Hos	oitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Physical Therapy and Rehabilitatio n			10 years after last discharge or	HOSPITAL:	HO55-03I-07 Rev. 1 p. 26	Patient Medical Records – Age 18 and Over	Retain for 10 years after last provision of health-related services then destroy.	Outpatient treatment files
	HO55-03P-01 p. 51	Outpatient Treatment Files	3 years after patient turns age 18, whichever is longer.	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.	are patient medical records and should be retained as such.
Physical			10 years after last discharge or	HOSPITAL:	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
Therapy and Rehabilitatio n	HO55-03P-02 p. 52	Patient Treatment Files	3 years after patient turns age 18, whichever is longer.	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.	patient treatment files are medical records and should be retained as such.



	Public Hos	oitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Physical Therapy and Rehabilitatio n	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/Pee r 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.



	Public Hos _l	oitals Version 4.0			New (Versio	on 5.0) Disposition A	uthority Information	
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale
Respiratory Care				HOSPITAL:	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
	HO50-03S-02 p. 54	Patient Treatment Log	3 years.	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 patient medical record and should be retained accordingly.
		Pulmonary		HOSPITAL:	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
Respiratory Care	HO55-03S-03 p. 54	Function and Other Respiratory Tests	3 years.	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 patient medical record and should be retained accordingly.



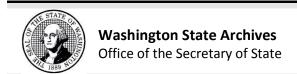
	Public Hos	oitals Version 4.0		New (Version 5.0) Disposition Authority Information					
Function: Activity	Discontinued DAN Title Retention		Function: Activity	DAN	Title	Retention	Rationale		
Social Services	HO55-03W- 01 p. 55	Client (Patient) Case Files (Treatment Completed and Case Closed)	10 years after last discharge or 3 years after client turns age 18, whichever is longer.	LGGRRS: Social Services	GS50-25-02 p. 161	Client Case Files (Treatment Completed and Case Closed) Social Services	Adults: 8 years. Minors: 8 years, or 3 years past age of majority, whichever is longer.	These records are covered by the Local Government General Records Retention Schedule (LGGRRS).	
Social Services	HO50-03W- 02 p. 55	Client (Patient) Service Log	Until disposition of last client (patient) file listed.	CORE: Records Management	GS50-09-02 Rev. 1 p. 155	Records Control	Retain until no longer needed for agency business then destroy.	These are logs of social service cases at the agency, which are covered by CORE.	
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.	LGGRRS: 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 (LGGRRS).	



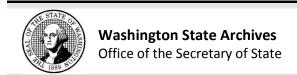
	Public Hosp	oitals Version 4.0		New (Version 5.0) Disposition Authority Information					
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale	
Social Services	HO55-03W- 04 p. 55	Statistical Reports to Department of Social and Health Service or Other Such Agencies	2 years. Potential archival value.	LGGRRS: Social Services	GS50-25-07 p. 162	Statistical Reports to Department of Social and Health Services or Other Such Agencies Social Services	2 years. Potential archival value.	These records are covered by the Local Government General Records Retention Schedule (LGGRRS).	
		O55-03T-01 Patient p. 56 Treatment Log		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 records are part	
	HO55-03T-01 p. 56		3 years.		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.	of the patient medical record and should be retained accordingly.	



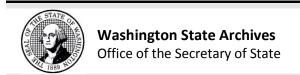
	Public Hos _l	oitals Version 4.0		New (Version 5.0) Disposition Authority Information					
Function: Activity	Discontinued DAN	Title	Retention	Function: Activity	DAN	Title	Retention	Rationale	
Imaging Services	HO55-03L-65 p. 60	Teletherapy Facility Safety Check Reports	3 years after installation.	HOSPITAL: 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.	



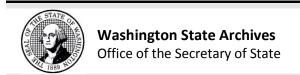
Publi	c Hospitals Version 4.0		New (Version 5.0) Disposition Authority Information				
Function: Activity	Title	DAN	Function: Activity	Title	DAN(s)	Changes:	
Admitting	Patient Valuables Log	HO55-03B-03 p. 5	Health Care and Treatment: Patient Administration	Patient Valuables	HO55-03B-03 Rev. 1 p. 21	Retention cutoff added. Minor revision to series title. Series description added.	
Admitting	Patient Register	HO55-03B-02 p. 6	Health Care and Treatment: Patient Administration	Master Patient Index	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	Legend Drug Order	HO55-03Y-02 p. 9	Pharmacy Management: Drug Accountability	Legend Drug Orders	HO55-03Y-02 Rev. 1 p. 55	Retention cutoff added. Series description added.	
Central Services	Autoclave Records	HO55-03C-01 p. 10	Asset Management: Maintenance	Equipment Sterilization/Infection Control	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	Meal Counts	HO55-03D-03 p. 11	Hospital Support Services: Food Services	Meal Counts	HO55-03D-03 Rev. 1 p. 34	Retention cutoff added. Series description added.	



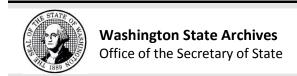
Publi	c Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information				
Dietary	Menus for Hospital Cafeteria	HO55-03D-04 p. 11	Hospital Support Services: Food Services	Menus – Cafeteria	HO55-03D-04 Rev. 1 p. 34	Retention cutoff added. Minor revision to series title. Series description revised. Archival designation has been added.		
Dietary	Patient Menus	HO55-03D-06 p. 11	Hospital Support Services: Food Services	Menus – Patient	HO55-03D-06 Rev. 1 p. 34	Retention cutoff added. Minor revision to series title. Series description added.		
Emergency Department	Physician Call Schedule	HO55-03E-02 p. 12	Human Resource Management: Performance Management	Physician Call Schedules	HO55-03E-02 Rev. 1 p. 40	Retention cutoff added. Minor revisions to series description.		
Home Health & Home Hospice Care	Equipment Maintenance Records	HO55-03X-01 p. 13	Asset Management: Leasing/Usage	In-Home Equipment	HO55-03X-01 Rev. 1 p. 8	Minor revision to retention period wording. Series title revised. Series description revised.		
Hospital Licensing and Regulation	Responses to Deficiencies	HO55-03V-04 p. 15	Agency Management: Community Relations	Patient Relations	HO55-03V-04 Rev. 1 p. 5	Several types of records relating to patient inquiries, complaints, and grievances have been combined under this DAN. Retention has increased to provide for statute of limitations for health-related claims. Entire series has been revised.		
Imaging Services	Brachytherapy Source Records and Radiation Survey Records	HO55-03L-03 p. 19	Health Care and Treatment: Radiation Protection Program	Source Surveys and Tests	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.		



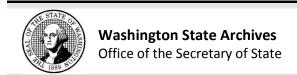
Pub	lic Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information				
Imaging Services	Byproduct Material Medical Use Licenses	HO55-03L-06 p. 19	Health Care and Treatment: Radiation Protection Program	Medical Use Licenses	HO55-03L-06 Rev. 1 p. 42	Retention changed from "permanent" to "8 years after termination of employment then destroy." Series description added.		
Imaging Services	Byproduct Material Records of Disposal	HO55-03L-07 p. 19	Asset Management: Disposal	Radioactive Material – Disposal	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	Byproduct Material Records of Receipt	HO55-03L-08 p. 20	Asset Management: Inventory	Radioactive Material – Acquisition/Transfer	HO55-03L-08 Rev. 1 p. 7	Series title revised. Series description added.		
Imaging Services	Diagnostic Radiology Equipment Specifications and Acceptance Testing Records	HO55-03L-10 p. 20	Asset Management: Purchasing/Acquisiti on	Acceptance Testing	HO55-03L-10 Rev. 1 p. 14	Series title revised. Series description added. Minor revision to retention period wording.		
Imaging Services	Image Receptor Calibration Instructions	HO55-03L-19 p. 21	Asset Management: Maintenance	Calibration Instructions – Image Receptors	HO55-03L-19 Rev. 1 p. 9	Minor revision to retention wording. Series title revised. Series description added.		
Imaging Services	Image Receptor Calibration Measurements	HO55-03L-20 p. 21	Asset Management: Maintenance	Equipment Calibration and Testing	HO55-03L-20 Rev. 1 p. 10	Several series with similar retention requirements relating to equipment calibration and testing have been combined under this DAN. Series has been revised and condensed in entirety.		



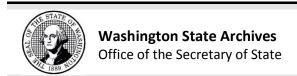
Publ	ic Hospitals Version 4.0		New (Version 5.0) Disposition Authority Information				
Imaging Services	Interpretation Reports (Authenticated)	HO55-03L-25 p. 22	Health Care and Treatment: Patient Medical Records	Interpretation Requests	HO55-03L-25 Rev. 1 p. 25	This series has been broadened to cover 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.	



Publ	lic Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information				
Imaging Services	Radiation Protection Program Audits and Reviews	HO55-03L-47 p. 25	Hospital Support Services: Quality Assurance and Compliance	Radiation Protection Program Audits and Reviews	HO55-03L-47 Rev. 1 p. 38	Series and retention cutoff added.		
Imaging Services	Public Radiation Dose Records	HO55-03L-42 p. 25	Health Care and Treatment: Radiation Protection Program	Public Dose Limit Compliance	HO55-03L-42 Rev. 1 p. 30	Minor revision to series title. Series description revised.		
Imaging Services	Radiation Dosage Record	HO55-03L-43 p. 25	Health Care and Treatment: Radiation Protection Program	Radiation Doses	HO55-03L-43 Rev. 1 p. 31	Retention cutoff added. Minor revision to series title. Series description added.		
Imaging Services	Radiopharmaceutical Assay Results	HO55-03L-56 p. 27	Health Care and Treatment: Radiation Protection Program	Radiopharmaceutical Assays	HO55-03L-56 Rev. 1 p. 31	Retention cutoff added. Minor revision to series title. Minor revisions to series description.		
Imaging Services	Radiopharmaceutical Misadministration Records	HO55-03L-58 p. 27	Health Care and Treatment: Radiation Protection Program	Byproduct Medical Events	HO55-03L-58 Rev. 1 p. 28	Series title revised. Series description added. Retention cutoff added.		
Imaging Services	Restricted Area Employee Working Instructions	HO55-03L-61 p. 27	Human Resource Management: Staff Development/Trainin g	Instruction/Training – Occupational Doses	HO55-03L-61 Rev. 1 p. 42	Retention revised from permanent to be consistent with WAC 246-222-030(2), which requires the retention of instructions to workers for inspection by the Washington State Department of Health until further notice. Series description revised to include requirement that DOH destruction eligibility be provided before the records can be destroyed in accordance with this retention schedule.		



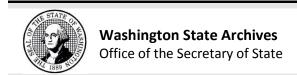
Publi	c Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information				
Imaging Services	Safety Instructions	HO55-03L-63 p. 28	Human Resource Management: Staff Development/Trainin g	Instruction/Training – Radiation Protection	HO55-03L-63 Rev. 1 p. 42	Series broadened to include records 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.		



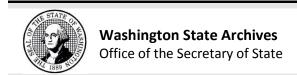
Public	C Hospitals Version 4.0			New (Version 5.0) Dispo	sition Authority	Information
Institutional Review Board	Institutional Review Board Membership Lists	HO55-03U-04 p. 31	Research Management: Institutional Review Boards	Institutional Review Boards – General Board Records	HO55-03U-04 Rev. 1 p. 66	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	Investigators' Reports	HO55-03U-07 p. 31	Research Management: Institutional Review Board Management	Institutional Review Boards – Principal Investigator Records	HO55-03U-07 Rev. 1 p. 66	Retention increased from 3 years to 6 years after completion of research to comply with 45 CFR 46.115.
Laharataw Caminas	Quality Control Tests	HO55-03H-05 p. 33	Laboratory and Pathology Management: Laboratory (General)	Quality Control and Assurance – Transfusion Services	HO55-03H-05 Rev. 1 p. 45	New series created to account for differing retention needs for transfusion and non-transfusion –
Laboratory Services				Quality Control and Assurance – Non- Transfusion Services	HO2011-126 Rev. 0 p. 46	related records per WAC 246.388.070. Existing DAN has been revised accordingly.
Laboratory Services	Test Results, Lab Reports	HO55-03H-07 p. 34	Laboratory and Pathology Management: Laboratory (General)	Test Reports – General	HO55-03H-07 Rev. 1 p. 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	Emergency Kit Drug Receipt and Removal Records	HO55-03R-04 p. 35	Health Care and Treatment: Long Term Care/Nursing Facility Management	Emergency Kit Drugs	HO55-03R-04 Rev. 1 p. 18	Series description and retention cutoff added.



Pub	olic Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information				
Long-term care Facilities	Names of Persons Seeking Admission Register	HO55-03R-06 p. 35	Health Care and Treatment: Long Term Care/Nursing Facility Management	Persons Seeking Admission	HO55-03R-06 Rev. 1 p. 19	Series title revised. Series description added. Minor revision of retention cutoff to include "last entry/activity."		
Medical Records	Birth Room Records	HO55-03I-02 p. 38	Health Care and Treatment: Patient Administration	Maternity Registers	HO55-03I-02 Rev. 1 p. 21	Retention cutoff added. Minor revisions to series title. Minor revisions to series description. Archival designation has been added.		
Medical Records			Health Care and	Patient Medical Records – Age 18 and Over	HO55-03I-07 Rev. 1 p. 26	A separate series has been created to accommodate unique retention needs for medical records of juveniles. Entire		
	Patient Case Files	HO55-03I-07 p. 40	Treatment: Patient Medical Records	Patient Medical Records – Under Age 18	HO2011-101 Rev. 0 p. 26	series has been revised accordingly. Several DANs covering records that are considered part of the patient medical record have been subsumed by these DANs.		
Morgue	Autopsy Reports	HO55-03A-02 p. 42	Laboratory and Pathology Management: Forensic Pathology	Reports – Forensic	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	Operating/Recovery Room Record or Log	HO55-03M- 01 p. 44	Health Care and Treatment: Patient Administration	Operative Indexes	HO55-03M-01 Rev. 1 p. 21	Series description added. Minor revision to series title. Archival designation has been added. Retention has been increased to 10 years per the American Health Information Management Association retention recommendation.		



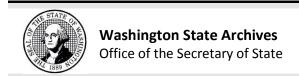
P	Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information				
Pathology	Test Log	HO55-03N-05 p. 45	Laboratory and Pathology Management: Laboratory (General)	Accession/Test Logs	HO55-03N-05 Rev. 1 p. 43	Retention decreased from 5 years to 2 years in accordance with 42 CFR 493.1105.		
Pharmacy	Complaint Files	HO55-03O-03 p. 46	Pharmacy Management: Quality Assurance and Control	Pharmaceutical Complaints and Investigations	HO55-03O-03 Rev. 1 p. 58	Series description added. Archival designation added. Series title revised for clarity.		
Pharmacy	Compounding Practices Reports	HO55-03O-04 p. 46	Pharmacy Management: Quality Assurance and Control	Compounding Practices Reports	HO55-03O-04 Rev. 1 p. 57	Retention cutoff added. Minor revision to series description.		
Pharmacy	Controlled Substances Use and Accountability Records	HO55-03O-09 p. 47	Pharmacy Management: Drug Accountability	Pharmaceutical Inventory Accountability	HO55-03O-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	HO55-03O-10 p. 47	Pharmacy Management: Quality Assurance and Control	Drug Distribution Errors	HO55-03O-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	HO55-03O-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.)

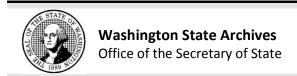
Public Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information			
Pharmacy	Laboratory Data Relating to Each Batch of Drug	HO55-03O-12 p. 48	Pharmacy Management: Administration	Batch Data	HO55-03O-12 Rev. 1 p. 54	Minor revision to series title. Series description added. Retention has 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	HO55-03O-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	HO55-03O-15 p. 48	Pharmacy Management: Quality Assurance and Control	Monthly Inspections – Hospital/Nursing Care Units	HO55-03O-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	HO55-03O-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	HO55-03O-19 Rev. 1 p. 56	Series description added.
Pharmacy	Prescriptions	HO55-03O-22 p. 49	Pharmacy Management: Administration	Patient Profile and Medication Records – Age 18 and Over	HO55-03O-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 Version 5.0 page order.)

Pub	lic Hospitals Version 4.0		New (Version 5.0) Disposition Authority Information			
Pharmacy	Record of Returned Pharmaceuticals	HO55-03O-25 p. 49	Pharmacy Management: Quality Assurance and Control	Returned Pharmaceuticals	HO55-03O-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	HO55-03O-26 p. 50	Pharmacy Management: Quality Assurance and Control	Regulated Chemical Tableting	HO55-03O-26 Rev. 1 p. 59	Revision to series title. Addition of series description.
Pharmacy	Schedule V Drug Dispensing Records	HO55-03O-29 p. 50	Pharmacy Management: Drug Accountability	Schedule V Drugs Dispensed	HO55-03O-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	HO55-03O-31 Rev. 1 p. 59	Minor revision to series title. Addition of series description.
	Accident/Injury Reports	HO55-03Q-	Agency	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
Quality Assurance Department		01 p. 53	Management: Risk Management/Insura nce	Patient Accident/Incident Reports – Under Age 18	HO2011-116 Rev. 0 p. 38	relating to juveniles. Entire series has been revised accordingly. Retention has been increased to account for statute of limitations for health-related claims.
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 rational are provided. (List is in Version 5.0 page order.)						
Public	C Hospitals Version 4.0			New (Version 5.0) Disposition Authority Information		
Respiratory Care	Diganostic Graphs	HO55-03S-01	Health Care and Treatment: Diagnostic and Medical Imaging	Diagnostic Images – Age 18 and Older	HO55-03S-01 Rev. 1 p. 15	Several series with similar retention periods relating to diagnostic and
		p. 54		Diagnostic Images – Under Age 18	HO2011-084 Rev. 0 p. 16	medical imaging have been combined under this DAN.

	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	Disposal	HO2011-074 Rev. 0 p. 6	Decay In Storage	Retain for 3 years after date of final disposal then destroy.				
Asset Management	Disposal	HO2011-075 Rev. 0 p. 6	Decay – Strontium-90	Retain for the life of the source then destroy.				
Asset Management	Inventory	HO2011-076 Rev. 0 p. 7	Radiation Source Inventories	Retain for 3 years after date of inventory then destroy.				
Asset Management	Maintenance	HO2011-077 Rev. 0 p. 9	Calibration – Brachytherapy Sources	Retain for 3 years after last use of source then destroy.				
Asset Management	Maintenance	HO2011-078 Rev. 0 p. 9	Calibration – Dosimetry Equipment	Retain for the duration of authorized user's license then destroy.				
Asset Management	Maintenance	HO2011-079 Rev. 0 p. 11	Instructions – Manufacturer	Retain for duration of source use then destroy.				
Asset Management	Maintenance	HO2011-080 Rev. 0 p. 11	Instructions/Procedures – Radiation Protection	Retain for 3 years after disposition of equipment then destroy.				
Asset Management	Maintenance	HO2011-081 Rev. 0 p. 12	Sterilizer Spore Tests	Retain for 3 years after date of test then destroy.				
Asset Management	Maintenance	HO2011-082 Rev. 0 p. 12	Surveys – Treatment Equipment	Retain for the duration of the use of the treatment unit then destroy.				

Inis 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	Diagnostic and Medical Imaging	HO2011-083 Rev. 0 p. 13	X-Ray/Electron Therapy Spot Checks	Retain for 1 year after completion of spot check and for twice as long as spot check cycle then destroy.		
Health Care and Treatment	Diagnostic and Medical Imaging	HO2011-084 Rev. 0 p. 16	Diagnostic Images – Under Age 18	Retain for 8 years after patient attains age 18 then destroy.		
Health Care and Treatment	Diagnostic and Medical Imaging	HO2011-085 Rev. 0 p. 17	Mammography Films	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	Diagnostic and Medical Imaging	HO2011-086 Rev. 0 p. 17	Radiologic Reports	Retain for 5 years after date of report/printout then destroy.		
Health Care and Treatment	Long Term Care/Nursing Facility Management	HO2011-087 Rev. 0 p. 18	Drug Logs — Therapeutic Leave	Retain for 8 years after date of last entry then destroy.		
Health Care and Treatment	Long Term Care/Nursing Facility Management	HO2011-088 Rev. 0 p. 18	Long Term Care/Nursing Home Patient Medical Records – Age 18 and Over	Retain for 8 years after last discharge then destroy.		
Health Care and Treatment	Long Term Care/Nursing Facility Management	HO2011-089 Rev. 0 p. 19	Long Term Care/Nursing Home Patient Medical Records – Under Age 18	Retain for 10 years after last discharge and 3 years after patient attains age 18 then destroy.		
Health Care and Treatment	Long Term Care/Nursing Facility Management	HO2011-090 Rev. 0 p. 19	Resident Administration	Retain for 1 year after death/discharge of resident then destroy.		
Health Care and Treatment	Long Term Care/Nursing Facility Management	HO2011-091 Rev. 0 p. 20	Resident Censuses	Retain until no longer needed for agency business then arrange for appraisal by Washington State Archives.		

This table contains record series that are new to Version 5.0.						
Function	Disposition Activity Authority Title Number (DAN)		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.		

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

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/Insuran ce	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.		

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.		

	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.			

Retain for 5 years after date on which FDA application

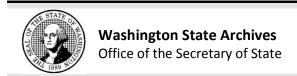
or supplemental application is approved then destroy.

Retain for 5 years after date of completion of the

the reserve sample was obtained was used then

destroy.

bioavailability study in which the sample from which



Clinical Trials

Clinical Trials

Research

Research

Management

Management

New Record series This table contains record series that are new to Version 5.0. Disposition **Function** Activity Authority Title **Current, Approved Minimum Retention** Number (DAN) HO2011-137 Laboratory and Accession Logs (Forensic Pathology) Retain for the life of the agency. Pathology Forensic Pathology Rev. 0 Management p. 52 HO2011-138 Laboratory and Pathology Forensic Pathology Rev. 0 Cytology Reports Retain for 10 years after date of report then destroy. Management p. 52 HO2011-139 Laboratory and Gross Injury/Trauma Photographs Retain for the life of the agency then transfer to Forensic Pathology Pathology Rev. 0 and Negatives Washington State Archives. Management p. 52 HO2011-140 **Patient Profile and Medication Pharmacy** Retain for 8 years after patient attains age 18 then **Administration** Rev. 0 Management Records – Under Age 18 destroy. p. 54 HO2011-141 **Quality Assurance and Home Dialysis Program Quality** Pharmacy Rev. 0 Retain for 6 years after date of shipment then destroy. **Assurance** Management Control p. 57 HO2011-142 Pharmacy Policy, Procedure, and Pharmacy Quality Assurance and Rev. 0 Retain for 2 years after superseded then destroy. Trainina Manuals Control Management p. 59 Bioavailability/Bioequivalence HO2011-143

Samples – FDA Application

Bioavailability/Bioequivalence

Samples - No FDA Application

Approved

Approved

Rev. 0

p. 60

HO2011-144

Rev. 0

p. 60

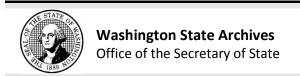
	New Record series						
		This table contains	s record series that are new to Version 5	.0.			
Function	Activity	Disposition Authority Number (DAN)	Title	Current, Approved Minimum Retention			
Research Management	Clinical Trials	HO2011-145 Rev. 0 p. 61	Device Trials	Retain for 2 years after date investigation completed/terminated and 2 years after records are no longer required as supporting documentation for premarket approval application or a notice of completion of a product development protocol then destroy.			
Research Management	Clinical Trials	HO2011-146 Rev. 0 p. 61	Trial Drug Management – Food and Drug Administration Application Approved	Retain for 2 years after date marketing application is approved then destroy.			
Research Management	Clinical Trials	HO2011-147 Rev. 0 p. 62	Trial Drug Management – No Food and Drug Administration Application Approved	Retain for 2 years after investigation is discontinued and the FDA notified then destroy.			
Research Management	Clinical Trials	HO2011-148 Rev. 0 p. 62	Investigators' Financial Interest	Retain for 6 years after conclusion of pertinent investigational activities then destroy.			
Research Management	Clinical Trials	HO2011-149 Rev. 0 p. 63	In Vivo/In Vitro Batch Tests	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	Clinical Trials	HO2011-150 Rev. 0 p. 63	Subject Case Histories – Food and Drug Administration Application Filed (Clinical Trials)	Retain for 2 years after date marketing application is approved then destroy.			
Research Management	Clinical Trials	HO2011-151 Rev. 0 p. 64	Subject Case Histories – FDA Application Not Filed (Clinical Trials)	Retain for 2 years after investigation is discontinued and the FDA is notified then destroy.			
Research Management	Diagnostic Research	HO2011-152 Rev. 0 p. 65	Diagnostic Research	Retain for 8 years after conclusion of research activities then destroy.			



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



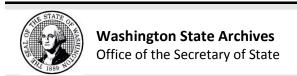
Previous Minimum Retention:			Current Approved Minimum Retention:			
Previous DAN	Title	Retention	Current DAN	Function: Title		Retention
HO55-03V-04 p. 15	Responses To Deficiencies	6 years after approval or certification. Potential archival value.	HO55-03V-04 Rev. 1 p. 5	Agency Management: Community 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/Trainin g	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.



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/Recove ry Room Record or Log	2 years.	HO55-03M-01 Rev. 1 p. 21	Treatment: Patient (Inprative 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.	HO55-030-22 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.



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



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.