



## **This schedule applies to: Public Hospital Districts**

### **Scope of records retention schedule**

This records retention schedule covers the public records of Public Hospital Districts relating to the function of delivering health care to their communities. It is to be used in conjunction with the *Local Government Common Records Retention Schedule (CORE)*.

### **Disposition of public records**

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

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

### **Revocation of previously issued records retention schedules**

All previous versions of the *Public Hospital Districts Records Retention Schedules* are revoked. Public Hospital Districts must ensure that the retention and disposition of public records is in accordance with current, approved records retention schedules.

### **Authority**

This records retention schedule was approved by the Local Records Committee in accordance with RCW 40.14.070 on March 26, 2009.

Signature on File

**For the Attorney General: Cindy Evans**

Signature on File

**For the State Auditor: Mark Rapozo**

Signature on File

**The State Archivist: Jerry Handfield**



## REVISION HISTORY

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

**SUPERSEDED**

For assistance and advice in applying this records retention schedule, please contact Washington State Archives at:  
[recordsmanagement@secstate.wa.gov](mailto:recordsmanagement@secstate.wa.gov) or contact your Regional Archivist.



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**SUPERSEDED**



## 1. ADMITTING

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
1.1.1	ADMISSIONS AND DISCHARGES STATISTICAL REPORT	OFM	3 years.  Potential archival value - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03B-01	Contact your Regional Archivist before disposing of this record.
1.1.2	PATIENT REGISTER  ESSENTIAL RECORD - needs security backup - <b>see remarks.</b>	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03B-02	Reference WAC 246-318-440 (11) (a) (iv). Should be protected from damage or loss by offsite storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.
1.1.3	PATIENT VALUABLES LOG	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03B-03	
1.1.4	SURGERY SCHEDULE/OPERATION REGISTER	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03B-04	Reference WAC 246-310-440 (7) (a) (iv).



## 2. AGENCY MANAGEMENT

This section covers records relating to agency management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

### 2.1 BOARDS, COUNCILS AND COMMITTEES

*The activity of documenting the business of decision-making bodies, and the administrative arrangement and support provided to them.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.1.1	OATHS OF OFFICE  ESSENTIAL RECORD - needs security microfilm backup - see remarks.	OPR	PERMANENT.	Destroy when <del>obsolete</del> or superseded.	HO50-05A-15	This records series should be <del>protected</del> from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.



## 2.2 RISK MANAGEMENT / INSURANCE

*The activity of identifying and mitigating risks to the local government agency.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
2.2.1	INCIDENT REPORTS AND ACCIDENT CLAIMS FOR DAMAGES FILED AGAINST THE AGENCY BY OTHER PARTIES, AND BY THE AGENCY AGAINST OTHER PARTIES (CLAIMS MADE OR PER OCCURRENCE) Includes vehicle accidents.	OPR	<ul style="list-style-type: none"><li>• For accidents/incidents involving adults NOT resulting in claims– 3 years.</li><li>• For accidents/incidents involving adults resulting in claims– closure plus 6 years.</li><li>• For accidents/incidents involving minors NOT resulting in claims– age of majority plus 3 years.</li><li>• For accidents/incidents involving minors resulting in claims - closure plus 6 years.</li></ul>	Destroy when obsolete or superseded.	HO50-06C-14	
2.2.2	LIABILITY WAIVERS	OPR	Expiration or completion of activity plus 6 years.	Destroy when obsolete or superseded.	HO50-06C-28	



### 3. ASSET MANAGEMENT

This section covers records relating to asset management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

3.1 DISPOSAL						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
3.1.1	<p>RIGHT OF WAY VACATION FILES Documentation of process of relinquishing road, street, alley and other rights of way owned by the agency.</p> <p><b>ESSENTIAL RECORD</b> - needs security microfilm backup - <b>see remarks.</b></p>	OFM	<p>Approval by governing council, commission, or board plus 10 years.</p> <p>Potential Archival value - <b>see remarks.</b></p>	Destroy when obsolete or superseded.	HO55-05A-08	<p>Please contact your Regional Archivist before disposing of this record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch. This records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet Washington State Archives technical standards.</p>

SUPERSEDED





#### 4. AMBULATORY SURGICAL CENTER

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
4.1.1	CONDITIONS OF PARTICIPATION/ ACCREDITATION SURVEY	OPR	6 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03Y-01	Reference 42 CFR 416.26 and 42 CFR 416.140.
4.1.2	LEGEND DRUG ORDER	OPR	6 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03Y-02	Reference WAC 246-904-030(3).
4.1.3	PRESCRIPTION AND REFILL RECORDS	OFM	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03Y-03	Reference WAC 246-904-070, WAC 246-869-100.

**SUPERSEDED**



## 5. CENTRAL SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
5.1.1	AUTOCLAVE RECORDS Daily sterilizing reports.	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03C-01	

**SUPERSEDED**



## 6. DIETARY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
6.1.1	FOOD REFRIGERATION TEMPERATURE LOG	OFM	2 years.	Destroy when obsolete or superseded.	HO55-03D-01	
6.1.2	HEALTH FOOD HANDLERS PERMITS	OFM	Until reviewed.	Destroy when obsolete or superseded.	HO55-03D-02	
6.1.3	MEAL COUNT	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03D-03	
6.1.4	MENUS FOR HOSPITAL CAFETERIA Excludes patient menus.	OFM	1 year.	Destroy when obsolete or superseded.	HO55-03D-04	
6.1.5	PATIENT DIET INSTRUCTIONS	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03D-05	
6.1.6	PATIENT MENUS	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03D-06	
6.1.7	SUMMARY OF FOOD COSTS	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03D-07	

**SUPERSEDED**



## 7. EMERGENCY DEPARTMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
7.1.1	PATIENT LOGS  <b>ESSENTIAL RECORD</b> - needs security microfilm backup - <b>see remarks.</b>	OFM	PERMANENT - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03E-01	Reference WAC 246-318-440 (11) (a) (v). The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
7.1.2	PHYSICIAN CALL SCHEDULE	OFM	5 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03E-02	See Health Care Financing Administration guidelines.

**SUPERSEDED**



## 8. HOME HEALTH AND HOME HOSPICE CARE

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
8.1.1	EQUIPMENT MAINTENANCE RECORDS For equipment used in patient's home.	OPR	10 years after equipment has been taken out of service in patient's home.	Destroy when obsolete or superseded.	HO55-03X-01	
8.1.2	HOME HEALTH AND HOSPICE CARE LICENSES	OPR	PERMANENT.	Destroy when obsolete or superseded.	HO55-03X-02	

**SUPERSEDED**



## 9. HOSPITAL LICENSING AND REGULATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9.1.1	CONDITIONS OF PARTICIPATION SURVEY Covers Ambulatory Surgical Center, Home Health and Home Hospice, and Long Term Care.	OPR	6 years after approval or certification.  Potential archival value - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03V-01	Reference RCW 70.41, WAC 246-318. Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.
9.1.2	HOSPITAL LICENSE	OPR	PERMANENT - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03V-02	Reference RCW 70.41, WAC 246-318.
9.1.3	ON SITE LICENSING SURVEY	OPR	6 years after approval or certification.  Potential archival value - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03V-03	Reference RCW 70.41, WAC 246-318. Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
9.1.4	RESPONSES TO DEFICIENCIES Covers Ambulatory Surgical Center, Home Health and Home Hospice, and Long Term Care.	OPR	6 years after approval or certification.  Potential archival value - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03V-04	Reference RCW 70.41, WAC 246-318. Please contact your Regional Archivist before destroying original record. Records from this series may be selected to be transferred to and preserved at a Regional Archives branch.

**SUPERSEDED**



## 10. HOUSEKEEPING AND LAUNDRY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
10.1.1	DAILY REPORT OF LINEN LAUNDERED For each department.	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03F-01	
10.1.2	DAILY WORK SCHEDULES	OFM	Destroy when obsolete or superseded.	Destroy when obsolete or superseded.	HO55-03F-02	
10.1.3	INVENTORY OF LINENS DISCARDED	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03F-03	
10.1.4	NEW LINEN DISTRIBUTION LISTINGS	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03F-04	
10.1.5	RECORD OF NEW LINEN PURCHASES	OPR	6 years.	Destroy when obsolete or superseded.	HO55-03F-05	

**SUPERSEDED**





## 11. HUMAN RESOURCE MANAGEMENT

This section covers records relating to human resource management which are not covered by the *Local Government Common Records Retention Schedule (CORE)*.

11.1 INDUSTRIAL INSURANCE						
<i>The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.</i>						
ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11.1.1	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED BY AGENCY OR NOT REPORTABLE TO LABOR AND INDUSTRIES	OPR	<ul style="list-style-type: none"> <li>For accidents/ incidents involving adults NOT resulting in claims— 3 years.</li> <li>For accidents/ incidents involving adults resulting in claims— closure plus 6 years.</li> <li>For accidents/ incidents involving minors NOT resulting in claims— age of majority plus 3 years.</li> <li>For accidents/ incidents involving minors resulting in claims - closure plus 6 years.</li> </ul>	Destroy when obsolete or superseded.	HO50-06C-02	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager.



### 11.1 INDUSTRIAL INSURANCE

*The activity relating to the coverage of medical expenses and salary compensation for work related injuries and illnesses.*

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
11.1.2	ACCIDENT/INCIDENT REPORTS - EMPLOYEES - INSURED THROUGH LABOR & INDUSTRIES Made out by employee, supervisor and/or doctor. Includes in-house reports and other reports, which are submitted to other agencies as necessary.	OPR	<ul style="list-style-type: none"> <li>• For accidents/ incidents involving adults NOT resulting in claims— 3 years.</li> <li>• For accidents/ incidents involving adults resulting in claims— closure plus 6 years.</li> <li>• For accidents/ incidents involving minors NOT resulting in claims— age of majority plus 3 years.</li> <li>• For accidents/ incidents involving minors resulting in claims - closure plus 6 years.</li> </ul>	Destroy when obsolete or superseded.	HO50-06C-03	The Local Records Committee suggests that policies, which allow claims retroactive to their period of coverage, should be retained permanently. Consult your risk manager.

SUPERSEDED



## 12. IMAGING SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.1	AIR SAMPLING SURVEY RECORDS	OPR	Termination of pertinent license or permit plus 30 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-01	Reference WAC 246-221-230 (7) (g).
12.1.2	BRACHYTHERAPY AND SEALED BYPRODUCT SOURCE LEAKAGE TEST REPORTS	OFM	5 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-02	Reference 10 CFR 35.53 (d).
12.1.3	BRACHYTHERAPY SOURCE RECORDS AND RADIATION SURVEY RECORDS Used to confirm placement within patient.	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-03	Reference 10 CFR 35.406 (d).
12.1.4	BYPRODUCT (UNSEALED) MEASUREMENT OF DOSES	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-04	Reference 10 CFR 35.53 (c).
12.1.5	BYPRODUCT MATERIAL CONTAMINATION AND AMBIENT RADIATION EXPOSURE RATE SURVEYS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-05	Reference 10 CFR 35.53 (c).
12.1.6	BYPRODUCT MATERIAL MEDICAL USE LICENSES	OPR	Permanent - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-06	Reference 10 CFR 35.11.
12.1.7	BYPRODUCT MATERIAL RECORDS OF DISPOSAL	OPR	Until termination of Nuclear Regulatory Commission Disposal License - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-07	Reference 10 CFR 30.51 (a) (3).



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.8	BYPRODUCT MATERIAL RECORDS OF RECEIPT	OPR	3 years after disposal or transfer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-08	Reference 10 CFR 30.51 (a) (1).
12.1.9	BYPRODUCT MATERIAL RECORDS OF TRANSFER Includes manifests and acknowledgments of receipt.	OPR	3 years after transfer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-09	Reference 10 CFR 30.51 (a) (2) and WAC 246-249-090 (4) (g).
12.1.10	DIAGNOSTIC RADIOLOGY EQUIPMENT SPECIFICATIONS AND ACCEPTANCE TESTING RECORDS	OFM	Life of equipment - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-10	Reference 21 CFR 1000.55 (c) (2).
12.1.11	ECHOCARDIOGRAPH - ABNORMAL READINGS Tape of visual tests.	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-11	Primary copy held in Patient Case File in Medical Records.
12.1.12	ECHOCARDIOGRAPH - NORMAL READINGS Tape of visual tests.	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-12	Primary copy held in Patient Case File in Medical Records.
12.1.13	ECHOCARDIOGRAPH Interpretation by physician.	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-13	Primary copy held in Patient Case File in Medical Records.
12.1.14	ELECTROCARDIOGRAMS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-14	Primary copy held in Patient Case File in Medical Records.
12.1.15	ELECTROENCEPHALOGRAMS Interpretation by neurologist.	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-15	Primary copy held in Patient Case File in Medical Records.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.16	ELECTROENCEPHALOGRAM NORMAL TRACING	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-16	Primary copy held in Patient Case File in Medical Records.
12.1.17	EQUIPMENT INSPECTIONS AND TESTS	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03L-17	
12.1.18	HIGH RADIATION AREA ENTRY CONTROL DEVICE TEST RECORDS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-18	Reference WAC 246-221-230 (9) (a).
12.1.19	IMAGE RECEPTOR CALIBRATION INSTRUCTIONS	OFM	Life of equipment.	Destroy when obsolete or superseded.	HO55-03L-19	
12.1.20	IMAGE RECEPTOR CALIBRATION MEASUREMENTS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-20	Reference 10 CFR 35.51 (d), WAC 246-240-040 (5) (a) and WAC 246-221-230 (9) (d).
12.1.21	IMAGE RECEPTOR MAINTENANCE LOGS Document corrective actions and compliance with applicable requirements.	OFM	3 years after last entry - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-21	Reference 21 CFR 900.12.
12.1.22	IMAGE RECEPTOR SPOT CHECK MEASUREMENTS AND CORRECTIVE ACTION RECORDS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-22	Reference 10 CFR 35.632.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.23	IMAGING SERVICES PROGRAM STATEMENT Written description of program type and scope for nuclear medicine and other diagnostic and therapeutic imaging services offered by the hospital.	OPR	PERMANENT - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-23	Reference WAC 246-318-380 (1) (b).
12.1.24	INDIVIDUAL RADIATION RADIOACTIVE MATERIAL INTAKE MEASUREMENTS AND CALCULATION RESULTS USED FOR ASSESSMENT OF INTERNAL RADIATION DOSES	OPR	30 years after termination of license or registration - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-24	Reference WAC 246-221-230 (7) (f).
12.1.25	INTERPRETATION REPORTS (AUTHENTICATED)	OPR	Patient treatment file - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-25	Reference WAC 246-318-380 (5) (b).
12.1.26	LABORATORY AND INJECTION AREA SURVEYS	OFM	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-26	Reference WAC 246-239-070.
12.1.27	MEDICAL THERAPY DEVICE AND SOURCE INVENTORY Quarterly physical inventory of all devices and sources received and held. Inventories are inspected by the State Department of Health.	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-27	Reference WAC 246-240-020.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.28	MOBILE NUCLEAR MEDICINE SURVEYS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-28	Reference 10 CFR 35.80 (e).
12.1.29	MOLYBDENUM 99 CONCENTRATION MEASUREMENTS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-29	Reference 10 CFR 35.204 (c).
12.1.30	MONTHLY RADIATION SURVEY OF HOT LAB, TREATMENT, WORKING, RECEPTION	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03L-30	
12.1.31	MONTHLY TREATMENT STATISTICS	OFM	2 years.	Destroy when obsolete or superseded.	HO55-03L-31	
12.1.32	NUCLEAR IMAGE FILES	OPR	10 years after last treatment or 3 years after patient turns age 18, whichever is longer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-32	Reference RCW 70.41.190.
12.1.33	NUCLEAR MEDICINE ANNUAL ACCURACY TESTS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-33	Reference 10 CFR 35.50 (e) and WAC 246-239-090.
12.1.34	NUCLEAR MEDICINE DOSE CALIBRATION DAILY CONSTANCY CHECKS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-34	Reference 10 CFR 35.50 (e) and WAC 246-239-090.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.35	NUCLEAR MEDICINE QUARTERLY LINEARITY TESTS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-35	Reference 10 CFR 35.50 (e) and WAC 246-239-090.
12.1.36	OCCUPATIONAL AND PUBLIC RADIATION DOSE AND EXPOSURE HISTORY RECORDS Official documentation of external doses, internal doses, planned special exposures, accidents, and emergency conditions. Prepared on forms RHF-4, RHF-4A, RHF 5, and RFH 5A or other currently specified forms.	OPR	30 years after termination of license or registration - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-36	Reference 10 CFR 20.2104, WAC 246-221-230 (7) (b) and WAC 246-221-230 (7) (c).
12.1.37	OCCUPATIONAL AND PUBLIC RADIATION DOSE AND EXPOSURE HISTORY REPORT WORKING FILES Information used to compile Occupational Dose and Exposure History Reports.	OFM	3 years after completion of report - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-37	Reference 10 CFR 20.2104 and WAC 246-221-230 (9) (b).
12.1.38	OCCUPATIONAL AND PUBLIC RADIATION DOSE EQUIVALENT CALCULATIONS	OPR	30 years after termination of license or registration - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-38	Reference WAC 246-221-230 (7).
12.1.39	OCCUPATIONAL AND PUBLIC RADIATION DOSE MEASUREMENT AND CALCULATION DATA	OPR	30 years after termination of license or registration - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-39	Reference WAC 246-221-230 (7) (f).

SUPERSEDED





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.40	OCCUPATIONAL AND PUBLIC RADIATION DOSE SURVEY RESULTS	OPR	30 years after termination of license or registration - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-40	Reference WAC 246-221-230 (7) (e).
12.1.41	PATIENT LOG OR REGISTER	OFM	Until disposition of last patient file listed - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-41	Reference WAC 246-318-380 (5) (e).
12.1.42	PUBLIC RADIATION DOSE RECORDS Documentation of dosages administered to individuals.	OPR	Until termination of license or registration - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-42	Reference 246-221-230 (8) (b).
12.1.43	RADIATION DOSAGE RECORD Record of administration of doses for which written directives are required.	OPR	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-43	Reference WAC 246-240-015.
12.1.44	RADIATION GENERAL AND PACKAGE SURVEY RESULTS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-44	Reference WAC 246-221-110 and WAC 246-221-230 (9) (c).
12.1.45	RADIATION LEVELS AND CHARTS	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03L-45	
12.1.46	RADIATION MACHINE FACILITY REGISTRATION FILE	OPR	Termination of registration plus 6 years- <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-46	Reference WAC 246-244-001.
12.1.47	RADIATION PROTECTION PROGRAM AUDITS AND REVIEWS	OPR	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-47	Reference 10 CFR 20.2102 and WAC 246-221-230 (9) (e).



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.48	RADIATION PROTECTION PROGRAM PROVISIONS	OPR	Until termination of license or registration - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-48	Reference 10 CFR 20.2102 and WAC 246-221-230 (8) (c).
12.1.49	RADIATION SAFETY COMMITTEE MINUTES	OPR	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-49	Reference WAC 246-239-020.
12.1.50	RADIATION SOURCE RECORDS OF USE AND STORAGE	OPR	30 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-50	Reference WAC 246-220-020.
12.1.51	RADIATION THERAPY MISADMINISTRATION RECORDS	OPR	5 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-51	Reference WAC 246-240-050 (5).
12.1.52	RADIOACTIVE EFFLUENT RELEASE MEASUREMENTS AND CALCULATIONS	OFM	30 years after termination of pertinent license or permit - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-52	Reference 246-221-230 (7) (h).
12.1.53	RADIOACTIVE MATERIALS GENERAL AND SPECIFIC LICENSES	OPR	PERMANENT - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-53	Reference WAC 246-232.
12.1.54	RADIOACTIVE PACKAGE SURVEY RESULTS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-54	Reference WAC 246-221-160 and WAC 246-221-230 (9) (c).
12.1.55	RADIOACTIVE WASTE DISPOSAL SITE USE PERMIT	OPR	6 years after termination - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-55	Reference WAC 246-249-020.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.56	RADIOPHARMACEUTICAL ASSAY RESULTS	OFM	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-56	Reference WAC 246-239-040.
12.1.57	RADIOPHARMACEUTICAL DOSAGE HISTORY Record of dosage required for each patient.	OFM	Until disposition of Patient File.	Destroy when obsolete or superseded.	HO55-03L-57	
12.1.58	RADIOPHARMACEUTICAL MISADMINISTRATION RECORDS	OPR	5 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-58	Reference WAC 246-239-025.
12.1.59	RADIOPHARMACEUTICAL OR PERMANENT IMPLANT PATIENT RELEASE RECORDS	OPR	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-59	Reference 10 CFR 35.75 (c).
12.1.60	RADIOPHARMACEUTICAL REQUISITION	OPR	6 years.	Destroy when obsolete or superseded.	HO55-03L-60	
12.1.61	RESTRICTED AREA EMPLOYEE WORKING INSTRUCTIONS Inspected by State Department of Health.	OPR	PERMANENT - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-61	Reference WAC 246-222-030 (2).
12.1.62	ROENTGENOGRAMS AND NEGATIVE CHEST FILMS	OPR	10 years after last treatment or 3 years after patient turns age 18, whichever is longer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-62	Reference RCW 70.41.190.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.63	SAFETY INSTRUCTIONS – LIST OF PERSONNEL RECEIVING Covers personnel caring for patients receiving brachytherapy, radiopharmaceutical therapy, and/or teletherapy.	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-63	Reference 10 CFR 35.310 (b), 10 CFR 410 (b) and 10 CFR 610 (c).
12.1.64	TELETERAPY CALIBRATION CALCULATIONS Includes calibration inter-comparisons and comparisons of dosimetry equipment for teletherapy.	OPR	Until termination of equipment license - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-64	Reference 10 CFR 35.630.
12.1.65	TELETERAPY FACILITY SAFETY CHECK REPORTS	OFM	3 years after installation - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-65	Reference 10 CFR 35.636.
12.1.66	TELETERAPY LICENSEE'S EVALUATION OF QUALIFIED CALIBRATION EXPERT'S TRAINING AND EXPERIENCE	OPR	5 years after expert's performance of last full calibration of licensee's equipment - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-66	Reference WAC 246-240-040 (5) (c).
12.1.67	TELETERAPY SOURCE FULL CALIBRATION MEASUREMENTS Measurements made for each individual source used by the hospital.	OFM	Life of the equipment - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-67	Reference 10 CFR 35.632.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
12.1.68	TELETHERAPY SOURCE INSTALLATION RADIATION MEASUREMENTS	OFM	Until termination of equipment license - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-68	Reference WAC 10 CFR 35.641 (d).
12.1.69	TELETHERAPY UNIT FIVE YEAR INSPECTION RECORDS	OPR	6 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03L-69	Reference 10 CFR 35.647.
12.1.70	WORK SCHEDULE	OFM	1 year.	Destroy when obsolete or superseded.	HO55-03L-70	

**SUPERSEDED**



### 13. IN-SERVICE EDUCATION AND TRAINING

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
13.1.1	CONFERENCE ROOM SCHEDULES OR CALENDARS	OFM	90 days.	Destroy when obsolete or superseded.	HO55-03G-01	
13.1.2	PARTICIPANT LISTS	OFM	1 year.	Destroy when obsolete or superseded.	HO55-03G-02	
13.1.3	PARTICIPANT TIME SHEET	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03G-03	
13.1.4	RECORD OF REQUIRED ANNUAL TRAINING FOR ALL DISTRICT EMPLOYEES Includes disaster preparedness, fire, infection control, and all other required training.	OPR	6 years.	Destroy when obsolete or superseded.	HO55-03G-04	

**SUPERSEDED**



## 14. INSTITUTIONAL REVIEW BOARD

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
14.1.1	CONSENT DOCUMENTS, APPROVED	OPR	PERMANENT.	Destroy when obsolete or superseded.	HO55-03U-01	
14.1.2	INJURY REPORTS Reports of injuries to subjects.	OPR	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03U-02	Reference 45 CFR 46.115.
14.1.3	INSTITUTIONAL REVIEW BOARD CORRESPONDENCE	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03U-03	Reference 45 CFR 46.115.
14.1.4	INSTITUTIONAL REVIEW BOARD MEMBERSHIP LISTS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03U-04	Reference 45 CFR 46.115.
14.1.5	INVESTIGATORS' REPORTS Also includes progress notes.	OPR	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03U-07	Reference 45 CFR 46.115.
14.1.6	RESEARCH PROPOSALS	OPR	3 years after completion - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03U-08	Reference 45 CFR 46.115.
14.1.7	REVIEW ACTIVITY FILES, CONTINUING	OPR	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03U-09	Reference 45 CFR 46.115.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
14.1.8	STATEMENTS OF SIGNIFICANT NEW FINDINGS PROVIDED TO SUBJECTS	OPR	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03U-10	Reference 45 CFR 46.115.

**SUPERSEDED**





## 15. LABORATORY SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.1.1	HEMATOLOGY AND CYTOLOGY REPORTS – ABNORMAL RESULTS	OFM	10 years after examination - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03H-01	Reference WAC 246-338-070.
15.1.2	HEMATOLOGY AND CYTOLOGY REPORTS – NEGATIVE RESULTS	OFM	10 years after examination - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03H-02	Reference WAC 246-338-070.
15.1.3	INSTRUMENT LOGS	OFM	Life of instrument.	Destroy when obsolete or superseded.	HO55-03H-03	
15.1.4	LABORATORY JOURNAL, ACCESSION LOG, APPOINTMENT BOOK	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03H-04	
15.1.5	QUALITY CONTROL TESTS	OFM	For transfusion services: 5 years - <b>see remarks.</b>  For all other services: 3 years.	Destroy when obsolete or superseded.	HO55-03H-05	Reference WAC 246-338-070 (1); (2).
15.1.6	REQUESTS FOR TESTS	OFM	For transfusion services: 5 years - <b>see remarks.</b>  For all other services: 2 years	Destroy when obsolete or superseded.	HO55-03H-06	Reference WAC 246-338-070 (1); (2).



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
15.1.7	TEST RESULTS, LAB REPORTS Including outpatient reports.	OFM	For transfusion services: 5 years - <b>see remarks.</b>  For all other services: 2 years	Destroy when obsolete or superseded.	HO55-03H-07	Reference WAC 246-338-070 (1); (2). Primary copy in Medical Records.

**SUPERSEDED**



## 16. LONG-TERM CARE FACILITIES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.1.1	DIALYSIS SERVICES AGREEMENTS	OPR	6 years after termination - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03R-01	Reference WAC 388-97-220 (6) (a).
16.1.2	DISASTER PREPAREDNESS PLANS <b>ESSENTIAL RECORD</b> - Needs security microfilm backup - <b>see remarks.</b>	OPR	PERMANENT - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03R-02	Reference 42 CFR 483.75 (m). The information in this records series should be protected from loss or damage by storage of a security microfilm backup at the State Archives. Security microfilm must meet State Archives standards.
16.1.3	DRUG THERAPY CONTINUITY RECORDS Case history of drug therapy for individual residents.	OPR	10 years after termination of residency - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03R-03	Reference WAC 246-865-070 (4).
16.1.4	EMERGENCY KIT DRUG RECEIPT AND REMOVAL RECORDS	OPR	6 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03R-04	Reference WAC 246-865-030 (4).
16.1.5	LONG TERM CARE FACILITY LICENSE	OPR	PERMANENT.	Destroy when obsolete or superseded.	HO55-03R-05	
16.1.6	NAMES OF PERSONS SEEKING ADMISSION REGISTER	OFM	1 year after last entry - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03R-06	Reference WAC 388-97-230 (6).



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.1.7	NOTICE TO RESIDENTS OF LEGAL RIGHTS AND SERVICES	OPR	10 years after termination of residency or 3 years past age of majority, whichever is longer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03R-07	Reference WAC 388-97-070 (4) (a); (h).
16.1.8	RESIDENT MINIMUM DATA SETS	OPR	10 years after termination of residency or 3 years past age of majority, whichever is longer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03R-08	Reference 42 CFR 483.20 and WAC 388-97-275.
16.1.9	SCHEDULE II AND SCHEDULE III DRUG RECORD BOOK	OPR	6 years after last entry - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03R-09	Reference WAC 246-685-0606 (6) (c).
16.1.10	TRANSFER AGREEMENTS WITH HOSPITALS APPROVED FOR PARTICIPATION UNDER MEDICARE AND MEDICAID PROGRAMS	OPR	6 years after termination - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03R-10	Reference 42 CFR 483.75 (n).
16.1.11	TUBERCULOSIS TESTS FOR EMPLOYEES	OPR	6 years after termination of employment - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03R-11	Reference WAC 388-97-145.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
16.1.12	TUBERCULOSIS TESTS FOR RESIDENTS	OPR	10 years after termination of residency or 3 years past age of majority, whichever is longer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03R-12	Reference WAC 388-97-145.

**SUPERSEDED**



## 17. MEDICAL RECORDS

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.1.1	ADMISSIONS, DISCHARGE AND TRANSFER MONTHLY REPORT	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03I-01	
17.1.2	BIRTH ROOM RECORDS Listings of maternity cases.	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03I-02	
17.1.3	DISCHARGE REPORT	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03I-03	
17.1.4	EMERGENCY ROOM REPORTS  <b>ESSENTIAL RECORD</b> - Needs security backup - <b>see remarks.</b>	OPR	10 years after last discharge or 3 years after patient turns age 18, whichever is longer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03I-04	Reference RCW 70.41.190. Should be protected from damage or loss by off-site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.
17.1.5	FETAL MONITOR TAPES	OPR	3 years after patient turns age 18 - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03I-05	Reference RCW 70.41.190.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.1.6	INDICES TO PATIENT MEDICAL RECORDS/MEDICAL RECORDS DATABASE  <b>ESSENTIAL RECORD</b> - Needs security backup - <b>see remarks.</b>	OFM	PERMANENT.	Destroy when obsolete or superseded.	HO55-03I-06	Should be protected from damage or loss by off-site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
17.1.7	<p>PATIENT CASE FILES Comprehensive patient treatment history, including all types of tests, reports, diagnosis, accounts of treatments, and recovery. Includes case files patients receiving Ambulatory Surgical Center, Home Health and Home Hospice, Long Term Care and Laboratory services.</p> <p><b>ESSENTIAL RECORD</b> - Needs security backup - <b>see remarks.</b></p>	OPR	10 years after last discharge or 3 years after patient turns age 18, whichever is longer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03I-07	Reference RCW 70.41.190. <b>The Washington State Supreme Court decision re: DeYoung</b> has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for this records series. The Washington State Medical Association recommends 10 years after last visit, 20 years after last treatment of pregnant women and infants or 5 years after patient's death, whichever is longest. Should be protected from damage or loss by off-site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.
17.1.8	PATIENT TREATMENT LOGS	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03I-08	

SUPERSEDED





## 18. MEDICAL STAFF

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
18.1.1	DEPARTMENTAL STAFF COMMITTEE MINUTES	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03J-02	
18.1.2	DOCTOR'S PERSONNEL FILE Documentation on each doctor practicing at the hospital.	OPR	6 years after termination of practice at district hospital.	Destroy when obsolete or superseded.	HO55-03J-03	

**SUPERSEDED**



## 19. MORGUE

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
19.1.1	AUTOPSY AUTHORIZATIONS, POST MORTEM	OPR	10 years.	Destroy when obsolete or superseded.	HO55-03A-01	
19.1.2	AUTOPSY REPORTS	OFM	10 years.	Destroy when obsolete or superseded.	HO55-03A-02	
19.1.3	DECEASED PERSONAL PROPERTY REPORT	OPR	6 years - see remarks.	Destroy when obsolete or superseded.	HO55-03A-03	Reference RCW 68.50.040. One copy is certified by the county coroner/ medical examiner and filed with the county auditor.

**SUPERSEDED**



## 20. NURSING

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
20.1.1	COMMITTEE MEETING MINUTES Minutes of meetings of committees on which the nursing staff is represented.	OFM	2 years.	Destroy when obsolete or superseded.	HO55-03K-01	
20.1.2	STAFF MEETING MINUTES	OFM	2 years.	Destroy when obsolete or superseded.	HO55-03K-02	

**SUPERSEDED**



## 21. OPERATING ROOM

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
21.1.1	OPERATING/RECOVERY ROOM RECORD OR LOG	OFM	2 years.	Destroy when obsolete or superseded.	HO55-03M-01	

**SUPERSEDED**



## 22. PATHOLOGY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
22.1.1	AUTOPSY BLOCKS	OFM	5 years.	Destroy when obsolete or superseded.	HO55-03N-01	
22.1.2	AUTOPSY SLIDES	OFM	10 years.	Destroy when obsolete or superseded.	HO55-03N-02	
22.1.3	REPORTS/BLOCKS	OFM	10 years.	Destroy when obsolete or superseded.	HO55-03N-03	
22.1.4	SLIDES/SURGICAL SLIPS	OFM	15 years.	Destroy when obsolete or superseded.	HO55-03N-04	
22.1.5	TEST LOG	OFM	5 years.	Destroy when obsolete or superseded.	HO55-03N-05	
22.1.6	TEST RESULTS	OFM	5 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03N-06	Primary copy held in Medical Records - Patient Case Files.



## 23. PHARMACY

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.1.1	ALCOHOL INVENTORY AND ORDERS	OPR	6 years.	Destroy when obsolete or superseded.	HO55-030-01	
23.1.2	ANTINEOPLASTIC MEDICATIONS- DOCUMENTATION OF PERSONNEL TRAINED	OPR	30 years after termination of employment - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-02	Reference WAC 246-871-080 (1).
23.1.3	COMPLAINT FILES	OPR	2 years after distribution of drug has been completed or 1 year after expiration date of drug supply, whichever is longer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-03	Reference WAC 246-895-160.
23.1.4	COMPOUNDING PRACTICES REPORTS Pertaining to implementation of best practices.	OFM	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-04	Reference WAC 246-878-120 (1), WAC 246-869-100.
23.1.5	CONTROLLED SUBSTANCES DISPENSING RECORD Bound record for dispensing controlled substances without prescriptions.	OFM	2 years after last entry - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-05	Reference 21 CFR 1306.26, 21 CFR 1034.04.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.1.6	CONTROLLED SUBSTANCES EMERGENCY TRANSFER RECORDS	OFM	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-06	Reference 21 CFR 1307.11 and WAC 246-887-020 (4) (d).
23.1.7	CONTROLLED SUBSTANCES RECEIPT AND DISTRIBUTION RECORDS	OFM	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-07	Reference WAC 246-887-020 (4).
23.1.8	CONTROLLED SUBSTANCES SAMPLES DISTRIBUTION REPORTS Reports of samples distributed to licensed practitioners in Washington State.	OFM	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-08	Reference WAC 246-887-210.
23.1.9	CONTROLLED SUBSTANCES USE AND ACCOUNTABILITY RECORDS Drug destruction record.	OFM	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-09	Reference WAC 246-873-080 (7) (e) (iv).
23.1.10	DRUG DISTRIBUTION ERROR INCIDENT REPORTS	OPR	6 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-10	Reference WAC 246-873-080 (11).
23.1.11	HOME DIALYSIS PROGRAM - RECORD OF SHIPMENTS OF DRUGS	OFM	2 years after shipment - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-11	Reference WAC 246-905-040 (1); (2) as per Washington Board of Pharmacy records retention requirements.



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.1.12	LABORATORY DATA RELATING TO EACH BATCH OF DRUG	OFM	2 years after distribution of drug has been completed or 1 year after expiration date of drug supply, whichever is longer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-12	Reference WAC 246-895-150.
23.1.13	MECHANICAL FLOOR STOCK DEVICE CERTIFICATE OF LOCATION	OFM	2 years after removal or relocation of device - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-13	Reference WAC 246-869-120 (12).
23.1.14	MECHANICAL FLOOR STOCK DEVICE RECORD OF REMOVAL Record of removal of drugs from the device.	OFM	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-14	Reference WAC 246-869-120 (6).
23.1.15	MONTHLY INSPECTION OF HOSPITAL NURSING CARE UNITS WHERE MEDICATIONS ARE ADMINISTERED OR STORED	OFM	1 year - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-15	Reference WAC 246-873-080 (1) (b).
23.1.16	PARENTERAL PRODUCTS OUT-PATIENT DISTRIBUTION SYSTEM DOCUMENTATION	OFM	2 years after last dispensing activity - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-16	Reference 246-871-050 (2).
23.1.17	PARENTERAL PRODUCTS PATIENT WELFARE REPORTS	OFM	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-17	Reference WAC 246-871-050 (4).





ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.1.18	PARENTERAL PRODUCTS TESTS FOR MICROBIAL CONTAMINATION	OPR	6 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-18	Reference WAC 246-871-080 (1).
23.1.19	PHARMACEUTICAL WHOLESALER INVENTORIES	OFM	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-19	Reference WAC 246-879-040 (2).
23.1.20	PHARMACY INSPECTIONS	OPR	6 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-20	Reference WAC 246-869-190.
23.1.21	PHARMACY LICENSES AND PERMITS	OPR	PERMANENT.	Destroy when obsolete or superseded.	HO55-030-21	
23.1.22	PRESCRIPTIONS Includes original prescriptions, transferred prescriptions, and prescription refills.	OPR	2 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-22	Reference 21 CFR 1306.25 and WAC 246-869-100.
23.1.23	RADIOPHARMACEUTICALS ACQUISITION RECORDS	OPR	Disposition of radiopharmaceutical plus 3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-23	Reference WAC 246-903-020 (5).
23.1.24	RADIOPHARMACEUTICALS DISPOSITION RECORDS	OPR	Until termination of license - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-24	Reference 10 CFR 30.51 (a) (1) & (3), and WAC 246-903-020 (5).
23.1.25	RECORD OF RETURNED PHARMACEUTICALS	OFM	Until termination of license - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-25	Reference 10 CFR 30.51 (a) (3) and WAC 246-895-060 (10).



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
23.1.26	SCHEDULE I AND SCHEDULE II CHEMICALS RECORDS FOR TABLETING OR ENCAPSULATING MACHINES	OFM	2 years after date of transaction - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-26	Reference 21 CFR 1310.04.
23.1.27	SCHEDULE I AND SCHEDULE II DRUG COMPLETED FEDERAL ORDER FORMS	OPR	6 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-27	Reference 21 CFR 1305.13 and WAC 246-887-020 (6).
23.1.28	SCHEDULE I, II, III, IV AND V DRUG INVENTORIES	OFM	2 years after superseded - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-28	Reference 21 CFR 1304.04 (a) and WAC 246-887-200 (4).
23.1.29	SCHEDULE V DRUG DISPENSING RECORDS	OPR	6 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-29	Reference WAC 246-887-030 (5) (a).
23.1.30	SCHEDULE V DRUG REGISTER	OPR	6 years after last entry - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-30	Reference WAC 246-887-030 (5) (a).
23.1.31	THERAPEUTICALLY EQUIVALENT DRUG SUBSTITUTION AUTHORIZATION	OPR	10 years after last treatment - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-030-31	Reference WAC 246-899-030 (3).



## 24. PHYSICAL THERAPY AND REHABILITATION

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.1.1	OUTPATIENT TREATMENT FILES  <b>ESSENTIAL RECORD</b> - needs security backup - see remarks	OPR	10 years after last discharge or 3 years after patient turns age 18, whichever is longer - see remarks.	Destroy when obsolete or superseded.	HO55-03P-01	Reference RCW 70.41.190. <b>The Washington State Supreme Court decision re: DeYoung</b> has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for this records series. The Washington State Medical Association recommends 10 years after last visit, 20 years after last treatment of pregnant women and infants or 5 years after patient's death, whichever is longest. Should be protected from damage or loss by off-site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.

SUPERSEDED



ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
24.1.2	PATIENT TREATMENT FILES  <b>ESSENTIAL RECORD</b> - needs security backup - <b>see remarks</b>	OPR	10 years after last discharge or 3 years after patient turns age 18, whichever is longer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03P-02	Reference RCW 70.41.190. <b>The Washington State Supreme Court decision re: DeYoung</b> has voided limitations of action and discovery previously provided by RCW 4.16.350. Contact your legal counsel and insurance provider for guidance on minimum retention policy for this records series. The Washington State Medical Association recommends 10 years after last visit, 20 years after last treatment of pregnant women and infants or 5 years after patient's death, whichever is longest. Should be protected from damage or loss by off-site storage of backup tapes. In non-automated systems, security copies should be stored off site, or the natural dispersal of copies inside and outside the agency should be documented.
24.1.3	TREATMENT LOG AND TREATMENT CARDS	OFM	3 years	Destroy when obsolete or superseded	HO55-03P-03	

SUPERSEDED



## 25. QUALITY ASSURANCE DEPARTMENT

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
25.1.1	ACCIDENT/INJURY REPORTS	OPR	Adults: 6 years. Minors: 6 years after age of majority.	Destroy when obsolete or superseded.	HO55-03Q-01	
25.1.2	QUALITY IMPROVEMENT COMMITTEE/PEER REVIEW COMMITTEE MINUTES	OPR	PERMANENT. Potential archival value - see remarks.	Destroy when obsolete or superseded.	HO55-03A-13	Contact your Regional Archivist before disposing of this record.
25.1.3	UTILIZATION REVIEW AND QUALITY ASSURANCE PROGRAM PLAN	OPR	PERMANENT. Potential archival value - see remarks.	Destroy when obsolete or superseded.	HO55-03Q-03	Contact your Regional Archivist before disposing of this record.
25.1.4	UTILIZATION REVIEW WORKSHEETS AND ABSTRACTS	OFM	1 year.	Destroy when obsolete or superseded.	HO55-03Q-04	
25.1.5	WSPRO/PRO STUDIES Washington State Professional Review Organization.	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03Q-05	



## 26. RESPIRATORY CARE

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
26.1.1	DIAGNOSTIC GRAPHS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03S-01	Copies of diagnostic graphs should also be filed and retained in Patient Case Files.
26.1.2	PATIENT TREATMENT LOG	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO50-03S-02	Primary copy should be held in Patient Case File in Medical Records.
26.1.3	PULMONARY FUNCTION AND OTHER RESPIRATORY TESTS	OFM	3 years - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03S-03	Primary copy should be held in Patient Case File in Medical Records.



## 27. SOCIAL SERVICES

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
27.1.1	CLIENT (PATIENT) CASE FILES (TREATMENT COMPLETED AND CASE CLOSED)  <b>ESSENTIAL RECORD</b> - Needs security backup - <b>see remarks.</b>	OPR	10 years after last discharge or 3 years after client turns age 18, whichever is longer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03W-01	Reference RCW 70.14.190. This record should be protected from damage or loss by off-site storage of a security copy, or by keeping a list that identifies the locations of other copies inside or outside the agency.
27.1.2	CLIENT (PATIENT) SERVICE LOG	OFM	Until disposition of last client (patient) file listed.	Destroy when obsolete or superseded.	HO50-03W-02	
27.1.3	INVOLUNTARY COMMITMENT CASE FILES (PROCEEDING COMPLETED AND CASE CLOSED)	OFM	10 years after last discharge or 3 years after client turns age 18, whichever is longer - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03W-03	Reference RCW 70.14.190. Permanent record held by Superior Court.
27.1.4	STATISTICAL REPORTS TO DEPARTMENT OF SOCIAL AND HEALTH SERVICES OR OTHER SUCH AGENCIES	OFM	2 years - Potential archival value - <b>see remarks.</b>	Destroy when obsolete or superseded.	HO55-03W-04	Contact your Regional Archivist before disposing of this record.



## 28. SPEECH AND HEARING

ITEM NO.	SERIES TITLE AND DESCRIPTION	OPR or OFM	PRIMARY (SOURCE DOCUMENT/ ORIGINAL) RECORD COPY	SECONDARY (ALL OTHER) RECORD COPIES	DISPOSITION AUTHORITY NUMBER	REMARKS
28.1.1	PATIENT TREATMENT LOG	OFM	3 years.	Destroy when obsolete or superseded.	HO55-03T-01	

**SUPERSEDED**





## GLOSSARY

<i>Archival</i>	<i>Public records which possess enduring legal and/or historic value and must not be destroyed. Local government agencies must either transfer these records to Washington State Archives or retain and preserve these records according to archival best practices until such time as they are transferred to Washington State Archives.</i>
<i>Essential</i>	<i>Public records that local government agencies must have to maintain or resume business continuity following a disaster. The retention requirements for these records may range from very short-term to archival, but are necessary for an agency to resume its core functions following a disaster.</i>
	<i>Security backups of these public records must be created and deposited with Washington State Archives in accordance with RCW 40.10.</i>
<i>OFM</i>	<i>Public records which have been designated as “Office Files and Memoranda” for the purposes of RCW 40.14.010.</i>
<i>OPR</i>	<i>Public records which have been designated as “Official Public Records” for the purposes of RCW 40.14.010.</i>
<i>Permanent</i>	<i>These records must not be destroyed. Permanent records which are not designated as archival or potentially archival must remain in the agency’s legal custody.</i>
<i>Potential Archival Value and Potentially Archival</i>	<i>Public records whose enduring legal and/or historic value must be appraised by Washington State Archives on an individual basis. Public records will be reviewed for sampling/selective retention by archivists from Washington State Archives. Records not selected for retention by Washington State Archives may be disposed of after appraisal.</i>
<i>Record Series</i>	<i>A group of records, performing a specific function, which is used as a unit, filed as a unit, and may be transferred or destroyed as a unit. A records series may consist of a single type of form or a number of different types of documents that are filed together to document a specific function.</i>

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