

Summary of Changes

Public Hospitals Records Retention Schedule v.5.1 (December 2022)

Formerly known as *Public Hospital Districts Records Retention Schedule*

New Records Series Added

- None

Retention Changes

- None

Other Minor Changes

- Ninety-five (95) records series have changes to their title and/or description:
 1. **Acceptance Testing (DAN HO55-03L-10) p.6**
 2. **Accession Logs (DAN HO2011-137) p.52**
 3. **Accession/Test Logs (DAN HO55-03N-05) p.43**
 4. **Batch Data (DAN HO55-03O-12) p.55**
 5. **Bioavailability/Bioequivalence Samples – Food and Drug Administration Application (Approved) (was Bioavailability/Bioequivalence Samples – Food and Drug Administration Application Approved) (DAN HO2011-143) p.61**
 6. **Bioavailability/Bioequivalence Samples – Food and Drug Administration Application (Not Approved) (was Bioavailability/Bioequivalence Samples – No Food and Drug Administration Application Approved) (DAN HO2011-144) p.61**
 7. **Blood/Tissue Bank Employees (DAN HO2011-123) p.41**
 8. **Brachytherapy Source Accountability (DAN HO2011-103) p.28**
 9. **Calibration – Brachytherapy Sources (DAN HO2011-077) p.10**
 10. **Calibration – Dosimetry Equipment (DAN HO2011-078) p.10**
 11. **Counseling (DAN HO2011-099) p.25**
 12. **Cytology Reports (DAN HO2011-138) p.52**
 13. **Decay – Strontium-90 (DAN HO2011-075) p.6**
 14. **Decay in Storage (DAN HO2011-074) p.6**
 15. **Diagnostic Images – Age 18 and Older (DAN HO55-03S-01) p.15**
 16. **Diagnostic Images – Under Age 18 (DAN HO2011-084) p.16**
 17. **Diagnostic Images and Final Reports (Cytogenetics) (DAN HO2011-135) p.51**

18. Donors – Deferred (DAN HO2011-131) p.49
19. Donors/Recipients – General (DAN HO2011-132) p.49
20. Donors/Recipients – Specimens (DAN HO2011-133) p.49
21. Drug Distribution Errors (DAN HO55-03O-10) p.58
22. Drug Logs – Therapeutic Leave (DAN HO2011-087) p.18
23. Emergency Kit Drugs (DAN HO55-03R-04) p.18
24. Equipment Calibration and Testing (DAN HO55-03L-20) p.11
25. Equipment Sterilization/Infection Control (DAN HO55-03C-01) p.12
26. Gated Dot Plats/Histograms (DAN HO2011-136) p.51
27. Gross Injury/Trauma Photographs and Negatives (DAN HO2011-139) p.52
28. Home Dialysis Program – Drug Shipment (DAN HO55-03O-11) p.56
29. Home Dialysis Program Quality Assurance (DAN HO2011-141) p.58
30. Immunohematology – Non-Transfusion Related (DAN HO2011-124) p.43
31. Immunohematology – Transfusion Related (DAN HO2011-125) p.44
32. In-Home Equipment (DAN HO55-03X-01) p.9
33. Institutional Review Boards – General Board Records (DAN HO55-03U-04) p.67
34. Institutional Review Boards – Principal Investigator Records (DAN HO55-03U-07) p.68
35. Institutional Review Boards – Research Conducted (DAN HO55-03U-02) p.68
36. Instruction/Training – Occupational Doses (DAN HO55-03L-61) p.42
37. Instruction/Training – Radiation Protection (DAN HO55-03L-63) p.42
38. Instructions/Procedures – Radiation Protection (DAN HO2011-080) p.12
39. Legend Drug Orders (DAN HO55-03Y-02) p.56
40. Long Term Care/Nursing Home Resident Medical Records – Age 18 and Over (DAN HO2011-088) p.18
41. Long Term Care/Nursing Home Resident Medical Records – Under Age 18 (DAN HO2011-089) p.19
42. Mammography Films (DAN HO2011-085) p.17
43. Medical Floor Stock Devices – Drug Removal (DAN HO55-03O-14) p.8
44. Medical Staff Credentialing/Privileging (DAN HO2011-115) p.37
45. Monthly Inspections – Hospital/Nursing Care Units (DAN HO55-03O-15) p.58
46. Occupational and Public Dose/Exposure – Working Files (DAN HO55-03L-37) p.30
47. Operative Indexes (DAN HO55-03M-01) p.21
48. Organ Transplants (DAN HO2011-100) p.26
49. Parenteral Product Contamination Testing (DAN HO55-03O-18) p.59

50. Patient Accident/Incident Reports – No Claim Filed (Age 18 and Older) (DAN HO55-03Q-01) p.37
51. Patient Accident/Incident Reports – No Claim Filed (Under Age 18) (DAN HO2011-116) p.37
52. Patient Meals (DAN HO2011-109) p.34
53. Patient Medical Records – Age 18 and Over (DAN HO55-03I-07) p.26
54. Patient Medical Records – Disclosure Authorized (DAN HO2011-102) p.27
55. Patient Medical Records – Under Age 18 (DAN HO2011-101) p.27
56. Patient Relations (DAN HO55-03V-04) p.5
57. Patient Releases – Radiation (DAN HO2011-104) p.30
58. Pharmaceutical Complaints and Investigations (DAN HO55-03O-03) p.59
59. Pharmaceutical Inventory Accountability (DAN HO55-03O-09) p.56
60. Pharmaceutical Wholesaler Inventories (DAN HO55-03O-19) p.57
61. Pharmacy Policy, Procedure, and Training Manuals (DAN HO2011-142) p.60
62. Physician Call Schedules (DAN HO55-03E-02) p.40
63. Public Dose Limit Compliance (DAN HO55-03L-42) p.30
64. Quality Control (Blood/Tissue Banks) (DAN HO2011-134) p.50
65. Quality Control and Assurance – Non-Transfusion Services (DAN HO2011-126) p.46
66. Quality Control and Assurance – Transfusion Services (DAN HO55-03H-05) p.45
67. Radiation Machine Registrations (DAN HO55-03L-46) p.12
68. Radiation Material – Acquisition/Transfer (DAN HO55-03L-08) p.8
69. Radiation Protection Program Audits and Reviews (DAN HO55-03L-47) p.38
70. Radiation Safety Officer (DAN HO2011-122) p.40
71. Radiation Source Inventories (DAN HO2011-076) p.8
72. Radioactive Material – Disposal (DAN HO55-03L-07) p.7
73. Radiological Reports (DAN HO2011-086) p.17
74. Resident Administration (DAN HO2011-090) p.19
75. Resident Censuses (DAN HO2011-091) p.20
76. Returned Pharmaceuticals (DAN HO55-03O-25) p.60
77. Staff Plans/Schedules (DAN HO2011-121) p.40
78. Sterilizer Spore Tests (DAN HO2011-081) p.13
79. Subject Case Histories – Food and Drug Administration Application (Clinical Trials) (DAN HO2011-150) p.64
80. Subject Case Histories – Food and Drug Administration Application Not Filed (Clinical Trials) (DAN HO2011-151) p.65
81. Surveys – Treatment Equipment (DAN HO2011-082) p.13

- 82. **Teletherapy Five-Year/Source Replacement Inspections (DAN HO55-03L-69) p.13**
 - 83. **Teletherapy Source Installation Survey (DAN HO55-03L-68) p.14**
 - 84. **Test Procedures (DAN HO2011-127) p.46**
 - 85. **Test Reports – Forensic (DAN HO55-03A-02) p.53**
 - 86. **Test Reports – General (DAN HO55-03H-07) p.47**
 - 87. **Test Reports – Pathology (DAN HO2011-128) p.47**
 - 88. **Test Reports – Transfusion Services (DAN HO2011-129) p.48**
 - 89. **Therapeutically Equivalent Drug Substitution (DAN HO55-03O-31) p.60**
 - 90. **Transfusion Services – General Administration (DAN HO2011-130) p.48**
 - 91. **Trial Drug Management – Food and Drug Administration Application (Approved) (was Trial Drug Management – Food and Drug Administration Application Approved) (DAN HO2011-146) p.62**
 - 92. **Trial Drug Management – Food and Drug Administration Application (Not Approved) (was Trial Drug Management – No Food and Drug Administration Application Approved) (DAN HO2011-147) p.63**
 - 93. **Written Directives – Authorizations (DAN HO2011-106) p.33**
 - 94. **Written Directives – Procedures (DAN HO2011-108) p.33**
 - 95. **X-Ray/Electron Therapy Spot Checks (DAN HO2011-083) p.14**
- Minor changes have been made to the following function/activity section headings:
 1. **Agency Administration and Management (was Agency Management) p.5**
 2. **Agency Administration and Management – Community and External Relations (was Agency Management – Community Relations) p.5**
 3. **Asset Management – Acquisition and Disposal (merged Asset Management – Disposal and Asset Management – Purchasing/Acquisition) p.6**
 4. **Asset Management – Maintenance, Inspection, and Monitoring (was Asset Management – Maintenance) p.10**
 - Minor improvements were made to the formatting throughout the schedule to align with current Washington State Archives practices.

Essential Designation Changes

- None

Archival Designation Changes

- One (1) records series is being changed from “Archival (Permanent Retention)” to “Non-Archival”:
 1. **Operative Indexes (DAN HO55-03M-01) p.21**
Rationale: Based on an appraisal by Washington State Archives.
- Two (2) records series are being changed from “Archival (Appraisal Required)” to “Non-Archival”:

1. **Medical Staff Credentialing/Privileging (DAN HO2011-115) p.37**

Rationale: Correcting a typo in v.5.0 of the schedule.

2. **Menus – Cafeteria (DAN HO55-03D-04) p.34**

Rationale: Based on an appraisal by Washington State Archives.

Series Being Revoked

- None

No Change in the Number of Records Series (141 series)