

# State of Florida

## **GENERAL RECORDS SCHEDULE GS4 FOR PUBLIC HOSPITALS, HEALTH CARE FACILITIES AND MEDICAL PROVIDERS**



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Rule 1B-24.003(1)(d), *Florida Administrative Code*

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# GENERAL RECORDS SCHEDULE

## GENERAL INFORMATION AND INSTRUCTIONS

### FOREWORD

The **general records schedules** established by the Department of State are intended for use by state, county, city and special district public records custodians. If you are unsure of your organization's status as a "public agency," consult your legal counsel and/or the Florida Attorney General's Office for a legal opinion. The Department of State publishes the following general records schedules:

<b>GS1-SL</b>	<b>State and Local Government Agencies</b>
<b>GS2</b>	<b>Law Enforcement, Correctional Facilities and District Medical Examiners</b>
<b>GS3</b>	<b>Election Records</b>
<b>GS4</b>	<b>Public Hospitals, Health Care Facilities and Medical Providers</b>
<b>GS5</b>	<b>Public Universities and Colleges</b>
<b>GS7</b>	<b>Public Schools Pre-K-12 and Adult and Career Education</b>
<b>GS8</b>	<b>Fire Departments</b>
<b>GS9</b>	<b>State Attorneys</b>
<b>GS11</b>	<b>Clerks of Court</b>
<b>GS12</b>	<b>Property Appraisers</b>
<b>GS13</b>	<b>Tax Collectors</b>
<b>GS14</b>	<b>Public Utilities</b>
<b>GS15</b>	<b>Public Libraries</b>

All Florida public agencies are eligible to use the GS1-SL, which provides retention periods for the most common administrative records, such as routine correspondence and personnel, payroll, financial and legal records. General records schedules GS2 through GS15 are applicable to program records of specific functional areas, such as elections administration, tax collecting or law enforcement, each of which has unique program responsibilities and thus unique records retention requirements. The GS2 through GS15 should be used in conjunction with the GS1-SL to cover as many administrative and program records as possible.

The retention periods set forth in the general records schedules are based on federal and state laws and regulations, general administrative practices and fiscal management principles. Please note that these are **minimum** retention periods; public agencies may retain their records longer at their discretion. In fact, certain accreditation committees may have standards that require longer retention periods. Contact your accrediting organization for more information on their requirements. In addition, federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements. However, remember that a public agency is **not** permitted to **reduce** the retention periods stated in a general records schedule.

For additional information on records retention and disposition, please refer to *The Basics of Records Management* handbook, which, along with all Florida general records schedules, is available on the Department of State's Records Management website at [info.florida.gov/records-management/](http://info.florida.gov/records-management/).

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## I. STATUTORY AUTHORITY

This general records schedule is issued by the Department of State's Division of Library and Information Services in accordance with the statutory provisions of Chapters 119 and 257, *Florida Statutes*. **This schedule covers records created, received or maintained by public hospitals, health care facilities and medical providers.**

Chapter 119, *Florida Statutes*, defines the terms "public records," "custodian of public records" and "agency," as well as the fundamental process by which disposition of public records is authorized under law.

Chapter 257, *Florida Statutes*, establishes the Florida State Archives and the Records and Information Management Program under the direction of the Division of Library and Information Services and specifically provides for a system for the scheduling and disposition of public records. Chapter 257 also authorizes the Division to establish and coordinate standards, procedures and techniques for efficient and economical records creation and recordkeeping, and it requires all agencies to appoint a Records Management Liaison Officer (RMLO).

## II. DETERMINING RETENTION REQUIREMENTS

In determining public records retention requirements, four values must be considered to ensure that the records will fulfill their reason for creation and maintenance: administrative, legal, fiscal and historical. These four values have been evaluated in depth to determine the retention requirements of the records listed in this general records schedule.

There are two particular financial factors that may impact the retention period of an agency's records:

- A. Audits - The term "audit" is defined by Section 11.45, *Florida Statutes*, as encompassing financial, operational and performance audits. The Florida Auditor General's Office describes these audits as follows:
  1. Financial audit means an examination of financial statements in order to express an opinion on the fairness with which they are presented in conformity with generally accepted accounting principles and an examination to determine whether operations are properly conducted in accordance with legal and regulatory requirements. Financial audits must be conducted in accordance with auditing standards generally accepted in the United States and government auditing standards as adopted by the Florida Board of Accountancy. Audit requirements for state financial assistance provided by State of Florida agencies to nonstate entities are established by the Florida Single Audit Act, Section 215.97, *Florida Statutes*. When applicable, the scope of financial audits shall encompass the additional activities necessary to establish compliance with the Single Audit Act Amendments of 1996, 31 U.S.C. ss. 7501-7507, and other applicable federal laws.
  2. Operational audit means an audit conducted to evaluate management's performance in establishing and maintaining internal controls, including controls designed to prevent and detect fraud, waste and abuse, and in administering assigned responsibilities in accordance with applicable laws, administrative rules, contracts, grant agreements and other guidelines. Operational audits must be conducted in accordance with government auditing standards. Such audits examine internal controls that are designed and placed in operation to promote and encourage the achievement of management's control objectives in the categories of compliance, economic and efficient operations, reliability of financial records and reports, and safeguarding of assets, and identify weaknesses in

those internal controls.

3. Performance audit means an examination of a program, activity or function of a governmental entity conducted in accordance with applicable government auditing standards or auditing and evaluation standards of other appropriate authoritative bodies. The term includes an examination of issues related to a number of defined criteria.

The Records Management Program does not track or maintain information on which audits apply to which records in which agencies. Different agencies are subject to different types of audits at different times, and each agency is responsible for knowing what audits might be conducted and retaining needed records for that purpose. For instance, some agencies might be subject to the Federal Single Audit Act, while others are not. In general, any records relating to finances or financial transactions might be subject to audit.

Audits may be conducted by the Florida Auditor General, independent public accountants, or other state or federal auditors as well as grant funding agencies and national or statewide professional accreditation or certification groups. Your finance office, your legal office and the Auditor General's Office are good sources of information regarding which specific records your agency should retain for audit purposes.

**Because conceivably any record in any agency might be required for audit, we are no longer including the “provided applicable audits have been released” language on selected retention items. Each agency is responsible for ensuring that any and all auditable records are maintained for as long as necessary to meet that agency’s audit requirements.**

- B. Grants - Any public agency receiving local, state or federal grant money will need to be familiar with grantor agency requirements.

### III. SCHEDULING AND DISPOSITION OF PUBLIC RECORDS

The procedures for scheduling and disposition of public records, which are applicable to all public agencies, consist of two separate but related actions:

- A. Establishing a Records Retention Schedule - A retention schedule describing the records and setting the minimum retention period is required for each record series. A record series, as defined in Rule 1B-24, *Florida Administrative Code*, is “a group of related public records arranged under a single filing arrangement or kept together as a unit (physically or intellectually) because they consist of the same form, relate to the same subject or function, result from the same activity, document a specific type of transaction, or have some other relationship arising from their creation, receipt, or use.” Examples of series that agencies might maintain are Personnel Files, Client Case Files, Project Research Files, Equipment Maintenance and Repair Records, and Procurement Files. Each record series might contain records in a variety of forms and formats that collectively document a particular program, function or activity of the agency.

The records retention schedule officially establishes the *minimum* length of time that the record series must be retained. **This retention applies to the agency’s record (master) copy of the records – those public records specifically designated by the custodian as the official record. The retention period for duplicates – copies of records that are not the official record of an agency – is always “Retain until obsolete, superseded, or administrative value is lost” (“OSA”) unless otherwise specified. Therefore, we are no longer including the OSA retention statement for duplicates in each retention item.**

1. **General records schedules** establish retention requirements for records documenting administrative and program functions common to several or all government agencies, such as personnel, accounting, purchasing and general administration. General records schedules can cover a significant proportion of an agency's record series. The *General Records Schedule GS1-SL for State and Local Government Agencies* can be used by all state and local agencies in determining their records retention requirements.

Certain agencies can use other general records schedules in conjunction with the GS1-SL. For example, along with using the GS1-SL, public universities and colleges should use the *GS5 for Public Universities and Colleges* for program records unique to their functions and activities. Similarly, along with using the GS1-SL, State Attorneys should use the *GS9 for State Attorneys* and property appraisers should use the *GS12 for Property Appraisers*. Please see the Foreword for a complete list of general records schedules, and contact the Records Management Program to verify which general records schedules are appropriate for use by your agency.

If a similar record series is listed in two general record schedules, the schedule with the longer retention requirement shall take precedence.

REMEMBER: The retention period stated in the applicable schedule is the **minimum** time a record must be maintained. If two or more record series are filed together, the combined file must be retained through the longest retention period of those records.

2. **Individual records schedules** establish retention requirements for records that are unique to particular agencies. These schedules are used for records that are not in a general schedule. Individual records schedules may **only** be used by the agency for which they were established.

To establish an individual records schedule, an agency must submit a Request for Records Retention Schedule, Form LS5E-105REff.2-09, to the Records Management Program for review and approval. This "105" form is available on the Records Management website at [info.florida.gov/records-management/forms-and-publications/](http://info.florida.gov/records-management/forms-and-publications/).

Records become eligible for disposition action once they have met the retention requirements specified in an established retention schedule and any other applicable requirements (e.g., litigation). The individual schedule remains effective until there is a change in series content or until other factors are introduced that would affect the retention period, at which time a new individual records retention schedule should be submitted for approval. If a new general records schedule is later established that requires an equal or longer retention period for the same records, that general records schedule supersedes the individual records schedule. If you have an individual schedule that requires a longer retention, contact the Records Management Program for guidance.

- B. Final Disposition of Public Records - Section 257.36(6), *Florida Statutes*, states that "A public record may be destroyed or otherwise disposed of only in accordance with retention schedules established by the division." This means that all records, regardless of access provisions, must be scheduled before disposition can occur (see Sections 119.07-119.0714, *Florida Statutes*, regarding access provisions). Agencies must identify an appropriate general records schedule or individual records schedule for any records being disposed of. If an appropriate retention schedule for the records does not exist, one must be established by following the procedures listed above for individual records schedules.

Agencies must maintain internal **records disposition documentation**, including retention schedule number, retention schedule item number (including, when needed, the suffix 'a' for the record copy or 'b' for duplicates), record series title, inclusive dates, volume in cubic feet of physical records destroyed (for electronic records, record the number of bytes and/or records and/or files if known, or indicate that the disposed records were in electronic form), and disposition action (manner of disposition) and date. A form titled *Records Disposition Document*, which is recommended for use in documenting records disposition, is available on the Records Management website at [info.florida.gov/records-management/forms-and-publications/](http://info.florida.gov/records-management/forms-and-publications/). Agencies must maintain this documentation as a permanent record but should **not** submit it to the Records Management Program for review or approval.

#### IV. DISTINGUISHING BETWEEN THE DIFFERENT TYPES OF RETENTION PERIOD REQUIREMENTS

When trying to determine when records are eligible for disposition, agencies must be aware of the different types of retention requirements. For instance, records with a retention of "3 anniversary years" will have a different eligibility date from records with a retention of "3 fiscal years" or "3 calendar years."

A. Anniversary Year - from a specific date

Example: 3 anniversary years

If a record series has a retention of "3 anniversary years," the eligibility date would be 3 years after the ending date of the series.

B. Calendar Year - January 1 through December 31

Example: 3 calendar years

If a record series has a retention of "3 calendar years," the eligibility date would be 3 years after the end of the calendar year of the last record in the series.

C. Fiscal Year - depends on agency type

- State government agencies, school districts - July 1 through June 30
- Local government agencies - October 1 through September 30

Example: 3 fiscal years

If a record series has a retention of "3 fiscal years," the eligibility date would be 3 years after the end of the fiscal year of the last record in the series.

D. Months or Days

Examples: 6 months; 90 days

If a record series has a retention of "6 months," the eligibility date would be 6 months after the ending date of the record series.

If a record series has a retention of "90 days," the eligibility date would be 90 days after the ending date of the record series.

E. Retain until obsolete, superseded, or administrative value is lost (OSA)

With this retention, a record is eligible for disposition whenever it is no longer of any use or value to the agency or when it has been replaced by a more current record. The retention could vary from less than one day to any length of time thereafter.

F. Triggering Event

With this retention, records become eligible for disposition upon or after a specific triggering event.

Examples:

Retain until youth turns age 25.

Retain for life of the structure.

3 anniversary years after final action.

**Example: Calculating Eligibility Dates**

If the **ending date** for a specific record series is **7/31/2007**, when are these records eligible for disposition under different retention period types?

Retention Period	Start Counting From	Add # of Years	Retain Through
3 anniversary years	7/31/2007	+3	= 7/31/2010
3 fiscal years (local govt.)	9/30/2007	+3	= 9/30/2010
3 fiscal years (school district)	6/30/2008	+3	= 6/30/2011
3 calendar years	12/31/2007	+3	= 12/31/2010

V. ARCHIVAL VALUE

- A. **State Agencies** - The State Archives of Florida identifies records having enduring historical, administrative, legal or fiscal value that may be eligible for permanent preservation. If a record series description indicates that the records **“may have archival value,”** the state agency must contact the State Archives of Florida for archival review before disposition of the records. The RMLO or other agency representative should contact the Archives by telephone at 850.245.6750 or by email at [recmgt@dos.myflorida.com](mailto:recmgt@dos.myflorida.com). The Archives will provide guidance for the transfer of the records to the State Archives or other appropriate disposition of the records. For records indicating both a **Permanent** retention **and** possible archival value, agencies should contact the State Archives after five years for archival review and guidance as to whether, when and how to transfer the records to the Archives.
- B. **All Other Agencies** - When preparing to dispose of records that have met their required retention, carefully consider the potential historical research value of those records. Some records that do not have a permanent retention still might have enduring value to your community as evidence of the interactions between government and citizens and as sources of information about local government, society and culture. For your convenience, we have indicated that **“This series may have archival value”** for series that are most likely to have such historical or archival value. Not all such records will be determined to be archival; conversely, some records without this statement in the series description might have archival value. Records of historical value to your community should be preserved locally for the benefit of historians and other researchers. Technical assistance in determining archival value is available from State Archives staff at 850.245.6750.

## VI. ELECTRONIC RECORDS

Records retention schedules apply to records regardless of the format in which they reside. Therefore, records created or maintained in electronic format must be retained in accordance with the minimum retention requirements presented in these schedules. Printouts of standard correspondence are acceptable in place of the electronic files. Printouts of electronic communications (email, instant messaging, text messaging, multimedia messaging, chat messaging, social networking, or any other current or future electronic messaging technology or device) are acceptable in place of the electronic files, **provided that the printed version contains all date/time stamps and routing information**. However, in the event that an agency is involved in or can reasonably anticipate **litigation** on a particular issue, the agency must maintain in native format any and all related and legally discoverable electronic files.

## VII. FACTORS THAT MAY INFLUENCE THE DISPOSITION OF RECORDS

- A. Litigation - When a public agency has been notified or can reasonably anticipate that a potential cause of action is pending or underway, that agency should **immediately** place a hold on disposition of **any and all** records related to that cause. Your agency's legal counsel should inform your Records Management Liaison Officer and/or records custodian(s) when that hold can be lifted and when the records are again eligible for disposition.
- B. Public Records Requests - According to Section 119.07(1)(h), *Florida Statutes*, the custodian of a public record may not dispose of a record "for a period of 30 days after the date on which a written request to inspect or copy the record was served on or otherwise made to the custodian of public records by the person seeking access to the record. If a civil action is instituted within the 30-day period to enforce the provisions of this section with respect to the requested record, the custodian of public records may not dispose of the record except by order of a court of competent jurisdiction after notice to all affected parties."
- C. Accreditation Standards - Some public agencies receive national or statewide accreditation or certification by professional societies, organizations and associations. Examples include the Joint Commission on the Accreditation of Healthcare Organizations, the Commission on Accreditation for Law Enforcement Agencies and COLA (formerly the Commission on Office Laboratory Accreditation). In an effort to enhance the professionalism of their members, these groups may place additional requirements on public agencies beyond those mandated under state or federal law. Agencies may therefore choose to maintain their records for a longer period of time than required by established records retention schedules in order to meet accreditation standards.
- D. Records in Support of Financial, Operational or Performance Audits - These records should be retained in accordance with the following guidelines provided by the Florida Office of the Auditor General:

Records must be retained for **at least** three fiscal years (most financial records must be retained for a minimum of five fiscal years in accordance with guidelines of the Department of Financial Services and the Office of the Auditor General). **If subject to the Federal Single Audit Act (pursuant to 2CFR200.501(a)) or other federal audit or reporting requirements, records must be maintained for the longer of the stated retention period or three years after the release date of the applicable Federal Single Audit Act or completion of other federal audit or reporting requirements.** Finally, if any other audit, litigation, claim, negotiation, or other action involving the records has been started before the expiration of the retention period and the disposition of the records, the records must be retained until completion of the action and resolution of all issues arising from it. However, in no case can such records be disposed of before the

three fiscal year minimum.

- E. Federal, state or local laws and regulations regarding recordkeeping and records retention for specific agencies or specific types of records might require a longer retention than indicated in this general schedule. Agencies should be aware of all laws and regulations relating to their records and recordkeeping requirements.

### VIII. REFORMATTING STANDARDS AND REQUIREMENTS

Unless otherwise prohibited by law or rule, the record copy of public records as defined by Section 119.011(12), *Florida Statutes*, may be reformatted to microfilm or electronic form as long as the requirements of Rule 1B-26.003 or 1B-26.0021, *Florida Administrative Code*, are met.

- A. Electronic Recordkeeping is defined in Rule 1B-26.003, *Florida Administrative Code*, which provides standards and guidelines for creation and maintenance of record (master) copies of public records in electronic form.
- B. Microfilm Standards are defined in Rule 1B-26.0021, *Florida Administrative Code*, which provides standards for microfilming of public records to ensure that the film, photography methods, processing, handling and storage are in accordance with methods, procedures and specifications designed to protect and preserve such records on microfilm.

### IX. RECORDS VOLUME CONVERSION TO CUBIC FOOT MEASUREMENTS

Cassette tapes, 200	1.0 cubic foot
Letter-size file drawer	1.5 cubic feet
Legal-size file drawer	2.0 cubic feet
Letter-size 36" shelf	2.0 cubic feet
Legal-size 36" shelf	2.5 cubic feet
Magnetic Tapes, 12	1.0 cubic foot
3 x 5 cards, ten 12" rows	1.0 cubic foot
3 x 5 cards, five 25" rows	1.0 cubic foot
4 x 6 cards, six 12" rows	1.0 cubic foot
5 x 8 cards, four 12" rows	1.0 cubic foot
16mm microfilm, 100 rolls	1.0 cubic foot
35mm microfilm, 50 rolls	1.0 cubic foot
Map case drawer, 2" x 26" x 38"	1.1 cubic feet
Map case drawer, 2" x 38" x 50"	2.2 cubic feet
Roll storage, 2" x 2" x 38"	0.1 cubic foot
Roll storage, 2" x 2" x 50"	0.2 cubic foot
Roll storage, 4" x 4" x 38"	0.3 cubic foot
Roll storage, 4" x 4" x 50"	0.5 cubic foot

(One roll of microfilm contains approximately 1.0 cubic foot of records.)

Cubic foot calculation: (Length" x Width" x Height") ÷ 1,728 = cubic feet



## **RECORDS RETENTION SCHEDULES**

### **ACCREDITATION RECORDS: HEALTHCARE FACILITIES**

**Item #1**

This record series consists of documentation used to demonstrate compliance with professional standards established for healthcare facilities. The series may include, but is not limited to, survey results, inspection reports, notices of corrections, correction reports, public notices, public hearing transcripts, and any additional supporting documentation.

**RETENTION:** 5 anniversary years after next accreditation report is issued.

### **ADMISSION REPORTS: STATISTICAL**

**Item #2**

This record series consists of statistical information for patients who were admitted to health care facilities. The series may include, but is not limited to, the number of patients admitted to or discharged from the facility or a specific ward, the number of trauma patients, average length of stay, daily number of deaths and post-operative deaths, bed occupancy rate, and patient demographics.

**RETENTION:** 3 fiscal years.

### **BIOMEDICAL WASTE RECORDS**

**Item #96**

This record series documents the shipment and disposal of biomedical waste. The series may include, but is not limited to, biomedical waste tracking forms, mail and return receipts, transporter information, and shipment logs.

**RETENTION:** 3 anniversary years.

### **BIRTH REPORTS**

**Item #102**

This record series consists of birth reports submitted to the county health department. The reports contain necessary information to complete the birth certificate including the baby's name; weight; height; time, date, and location of birth; and information on the baby's parents.

**RETENTION:** 1 anniversary year after birth certificate is issued.

### **BLOOD BANK RECORDS: NO PRODUCT EXPIRATION DATE**

**Item #135**

This record series documents the donation, processing and distribution of blood and blood products that have no product expiration date. The series may include, but is not limited to, dates of donations; patient typing records; documentation of reactions; blood product storage, distribution and inspection records; records of errors and accidents; final disposition reports; quality control records; and compatibility testing records. Retention is pursuant to 21 CFR 606.160, Records. See also "BLOOD BANK RECORDS: PRODUCT EXPIRATION DATE."

**RETENTION:** PERMANENT.

### **BLOOD BANK RECORDS: PRODUCT EXPIRATION DATE**

**Item #136**

This record series documents the donation, processing and distribution of blood and blood products. The series may include, but is not limited to, dates of donations; patient typing records; documentation of reactions; blood product storage, distribution and inspection records; records of errors and accidents; final disposition reports; quality control records; and compatibility testing records. Retention is pursuant to 21 CFR 606.160, Records. See also "BLOOD BANK RECORDS: NO PRODUCT EXPIRATION DATE."

**RETENTION:** 10 anniversary years after the records of processing are completed or 6 months after the latest expiration date for the individual product, whichever is later.

### **CANCER REGISTRY REPORTS**

**Item #10**

This record series consists of cancer registry reports required by the Department of Health and Rehabilitative Services (HRS) in 1972 and discontinued in 1977. These reports are no longer accumulated. The reports document such information as type of cancer, growth and location, treatments prescribed and their effectiveness, and age, gender and race of the patient.

**RETENTION:** 75 calendar years after last entry.

### **CLINICAL STUDY RECORDS**

**Item #137**

This record series consists of records of clinical studies to develop new and better methods to diagnose, treat and prevent disease by recruiting volunteers for trials using new medicines or treatments. Clinical studies answer specific questions regarding vaccines, new therapies or new ways of using current treatments. The series may include, but is not limited to, reports; narrative descriptions; informed consents and authorizations; physical examination records; laboratory results; diagnostic test reports; progress notes; medication records; physician order forms; and participant's confidential medical information including medical history, physical examination and tests results. This includes clinical studies using grant and

federal funds. See also *General Records Schedule GS1-SL for State and Local Governmental Agencies*, item #422 "GRANT FILES" and item #137 "PROJECT FILES: FEDERAL."

**RETENTION:** 10 anniversary years after completion of study.

**COMPLAINT RECORDS: MAMMOGRAPHY FACILITY**

**Item #91**

This record series consists of complaints filed by employees and patients against a mammography provider. The series may include, but is not limited to, witness statements; documentary evidence; notes filed by the person(s) filing the complaint, employees, witnesses, anonymous complainants or others; complete case file history; letters; determinations; final reports; and executive summaries.

**RETENTION:** 7 anniversary years after resolution.

**DIRECTIVES/POLICIES/PROCEDURES: HEALTHCARE**

**Item #120**

This record series consists of directives, policies and procedures outlining the methods for accomplishing the functions and activities of healthcare facilities. These records demonstrate the operational atmosphere and give guidance to medical staff on the care and treatment of patients. Retention is pursuant to Section 95.11, *Florida Statutes*, Limitations other than for the recovery of real property. ***This series may have archival value.***

**RETENTION:** 7 anniversary years after superseded or obsolete.

**DISPOSAL RECORDS: NON-SEALED SOURCE RADIOACTIVE MATERIAL**

**Item #113**

This record series documents the disposal of non-sealed source radioactive material with a physical half-life of less than 120 days. The series may include, but is not limited to, the date of disposal, the date the material was placed in storage, the radionuclides disposed, the model and serial number of the survey instrument used, the background dose rate, the container's surface radiation dose rate, and the name of the individual performing the disposal. Retention is pursuant to Rule 64E-5.331, *Florida Administrative Code*, Disposal of Specific Wastes.

**RETENTION:** 3 anniversary years.

**DISPOSAL RECORDS: RADIOACTIVE WASTE**

**Item #89**

This record series documents the disposal of radioactive waste and waste by-products. The series may include, but is not limited to, the date and method of disposal, the name and address of the waste hauler, the amount disposed of, and the name of the staff handling the disposal or transfer process. Records created pursuant to Rule 64E-5.340, *Florida Administrative Code*, Records of Waste Disposal or Transfer.

**RETENTION:** 1 anniversary year after termination or expiration of license.

**FOOD SERVICES RECORDS**

**Item #138**

This record series documents food services provided at healthcare facilities. The series may include, but is not limited to, menus of meals and snacks offered, recipes used in the preparation of meals, and dietitian consulting summaries and reviews. The series also documents such information as serving sizes, serving times, nutritional analysis and ingredient lists. Records created pursuant to 42 CFR 483.480, Condition of participation: Dietetic services, and Rule 58A-5.020, *Florida Administrative Code*, Food Service Standards.

**RETENTION:** 2 anniversary years.

**GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS**

**Item #128**

This record series consists of reports made by physicians, nurses or employees who knowingly treat any person suffering from a gunshot wound, life threatening injury or other wound indicating violence and filed with the county sheriff's department in which treatment is administered. Records created pursuant to Section 790.24, *Florida Statutes*, Report of medical treatment of certain wounds; penalty for failure to report.

**RETENTION:** 30 days.

**INFECTION CONTROL RECORDS**

**Item #131**

This record series documents facilities' efforts to identify, report, evaluate, prevent or stop the spread of infections in healthcare settings. The series may include, but is not limited to, surgical infection investigation reports, training course content, reviews and evaluations of all septic, isolation, and sanitation techniques used in the medical facility, and reports on employees who may have or have been exposed to a communicable disease.

**RETENTION:** 5 calendar years.

**INVENTORY RECORDS: DRUG**

**Item #127**

This record series consists of inventories pertaining to controlled and non-controlled substances, including drugs destroyed or disposed. The series documents such information as substances received; substances

sold, administered, dispensed or disposed; substances placed on or removed from EMS vehicles; and outdated drugs and disposition.

**RETENTION:** 2 anniversary years after date of inventory.

**LABORATORY/PATHOLOGY TESTING RECORDS**

**Item #139**

This record series documents laboratory, pathology, histology and cytology processing, testing and reporting of specimen. The records document such information as the accession, condition and disposition of each specimen, performance of each step in the testing, test requisitions, test results and final reports. Retention is pursuant to 42 CFR 493.1105, Standard: Retention requirements.

**RETENTION:** 10 anniversary years after report date.

**MAMMOGRAM IMAGES: SINGLE VISIT**

**Item #90**

This record series consists of radiographic images of breasts taken at a facility where no additional mammograms of the patient are performed. This series does not include the radiologist's interpretation of the images which is covered by the applicable PATIENT MEDICAL RECORDS item. Retention is pursuant to 21 CFR 900.12(e)(1)(4)(i), Quality standards. See also "X-RAY/IMAGING RECORDS."

**RETENTION:** 10 anniversary years.

**MASTER PATIENT INDEXES**

**Item #49**

This record series consists of master patient indexes used to identify patients and their medical records. The series may include, but is not limited to, the patient's name, identifier number, address, date of birth, date of admission, diagnosis and the date of discharge.

**RETENTION:** 10 anniversary years.

**MONITORING STRIPS**

**Item #118**

This record series consists of capnography, EEG, EKG, fetal monitoring, pulse oximetry, stress test and treadmill test strips generated by various vital sign monitors and testing devices where a report or interpretation has been recorded in the patient medical record. For strips generated where no report of their content is contained within the patient's medical file, the strips should be retained as long as the patient medical record.

**RETENTION:** 30 days after report is filed.

**ON-SITE INCINERATOR RECORDS**

**Item #97**

This record series documents the operation of on-site incinerators at healthcare facilities. The records document such information as acceptance of medical waste; date and length of each incineration cycle; and total weight of waste incinerated per cycle.

**RETENTION:** 3 calendar years.

**ORGAN/TISSUE TRACKING RECORDS**

**Item #99**

This record series documents the receipt and disposition of organs and tissue transplanted within the hospital. The records document such information as the organ or tissue type; the donor identification number; the name and license number of the procurement or distribution facility which supplied the tissue or organ; recipient name and identification number; name of transplanting doctor; date the organ or tissue was received by the hospital; and the date of the transplant. Records created pursuant to Rule 59A-3.270, *Florida Administrative Code*, Health Information Management. ***This series may have archival value.***

**RETENTION:** 25 anniversary years after known death date of candidate/recipient or 100 anniversary years after registration date, whichever comes first.

**PATIENT MEDICAL RECORDS**

**Item #80**

This record series documents the medical history, diagnosis, treatment and care of patients by a public healthcare provider or institution. Public healthcare providers and institutions include public providers of dental care and mental health and drug addiction counseling, multiphase clinics, hospitals, county public health units, medical/dental/nursing schools, EMS providers, and limited care residential facilities. The series may include, but is not limited to, clinical data and medical history, such as demographics, vital signs, diagnoses, medications, treatment plans, progress notes, problems, immunization dates, allergies, radiology images, and laboratory and test results. Records created pursuant to Rule 59A-3, *Florida Administrative Code*, Hospital Licensure. ***Non-routine patient medical records, such as those documenting a particularly significant public health issue such as a major new health threat or epidemic, may have archival value.***

**RETENTION:** 7 anniversary years after last entry.

**PATIENT MEDICAL RECORDS: CHILDREN UNDER ONE YEAR OF AGE**

**Item #130**

This record series documents the medical history, diagnosis, treatment and care of patients under one year of age by a public healthcare provider or institution. Public healthcare providers and institutions include public providers of dental care and mental health and drug addiction counseling, multiphase clinics, hospitals, county public health units, medical/ dental/nursing schools, EMS providers, and limited care residential facilities. The series may include, but is not limited to, clinical data and medical history, such as demographics, vital signs, diagnoses, medications, treatment plans, progress notes, problems, immunization dates, allergies, radiology images, and laboratory and test results. Records created pursuant to Rule 59A-3, *Florida Administrative Code*, Hospital Licensure. ***Non-routine patient medical records, such as those documenting a particularly significant public health issue such as a major new health threat or epidemic, may have archival value.***

**RETENTION:** Retain until patient's 8<sup>th</sup> birthday.

**PATIENT MEDICAL RECORDS: NURSING HOME MINORS**

**Item #133**

This record series documents the medical history, diagnosis, treatment and care of patients by a nursing home provider. The series may include, but is not limited to, clinical data and medical history, such as demographics, vital signs, diagnoses, medications, treatment plans, progress notes, problems, immunization dates, allergies, radiology images, and laboratory and test results. Records created pursuant to Rule 59A-3, *Florida Administrative Code*, Hospital Licensure. ***Non-routine patient medical records, such as those documenting a particularly significant public health issue such as a major new health threat or epidemic, may have archival value.***

**RETENTION:** Retain until patient's 24<sup>th</sup> birthday or 7 anniversary years after last entry, whichever is later.

**PHARMACY PATIENT AND PRESCRIPTION RECORDS**

**Item #140**

This records series documents patients that have been dispensed medicine or substances by a pharmacy. The records document such information as patients' full name, address, telephone number, age, date of birth and gender; name of prescribing practitioner; the medicine or substance prescribed and quantity, strength and directions for its use; prescription number; initials of the pharmacist; date prescriptions filled; and comments on patients' therapy, allergies, drug reactions, idiosyncrasies, chronic conditions and disease state. The series may also include written prescriptions and lists of all new or refilled prescriptions. Retention pursuant to Rule 64B16-27.800(3), Pharmacy Practice, Requirement for Patient Records.

**RETENTION:** 2 anniversary years after last entry.

**PROCEDURES: SPECIMEN TESTING**

**Item #141**

This record series consists of procedures outlining the object of specimen testing, the correct use of equipment and the methodology for taking the test. The series may include, but is not limited to, requirements for specimen collection and processing; step by step performance of the procedures; remedial action for failed instrument operation; criteria for specimen storage; and course of action for inoperable test system. Retention is pursuant to Rule 59A-6.022, *Florida Administrative Code*, Standards of Performance.

**RETENTION:** 2 anniversary years after discontinuance of policy.

**PROFICIENCY TESTING: LABORATORIES**

**Item #93**

This record series documents proficiency tests used by laboratories to verify the accuracy and reliability of its testing. The series documents such information as step by step proficiency testing, sample preparation and handling, steps taken in the testing of samples, instrument printouts, proficiency testing program results, laboratory performance evaluations and corrective actions. Retention is pursuant to 42 CFR 493.903, Administrative responsibilities.

**RETENTION:** 5 anniversary years after event.

**QUALITY ASSURANCE RECORDS: MAMMOGRAPHY FACILITY**

**Item #92**

This record series documents mammography facilities' efforts to "ensure the safety, reliability, clarity, and accuracy of mammography services performed at the facility" as required by 21 CFR 900.12, Quality standards. The series may include, but is not limited to, quality control surveys, equipment evaluations and performance tests.

**RETENTION:** 1 calendar year or until the next annual inspection, whichever is later.

**QUALITY CONTROL RECORDS: IMMUNOHEMATOLOGY**

**Item #82**

This record series documents quality control testing of immunohematology samples in an effort to detect, reduce and correct deficiencies in laboratory internal analytical processes. The series may include, but is not limited to, control graphs and charts, cumulative summaries, corrective actions, testing logs and attestations that the quality control samples were tested in the same manner as regular patient samples. Records created pursuant to 42 CFR 493, Laboratory Requirements. See also "QUALITY CONTROL RECORDS: LABORATORIES."

**RETENTION:** 5 anniversary years.

**QUALITY CONTROL RECORDS: LABORATORIES**

**Item #81**

This record series documents quality control testing of laboratory samples in an effort to detect, reduce and correct deficiencies in laboratory internal analytical processes. The series may include, but is not limited to, control graphs and charts, cumulative summaries, corrective actions, testing logs and attestations that the quality control samples were tested in the same manner as regular patient samples. Records created pursuant to 42 CFR 493, Laboratory Requirements. See also "QUALITY CONTROL RECORDS: IMMUNOHEMATOLOGY."

**RETENTION:** 2 anniversary years.

**RADIOLOGY RECORDS: OPERATIONAL**

**Item #142**

This record series documents the operational activities of radiology facilities. The series documents such information as sealed sources received or possessed; radioactive material calibrations and monitoring; radiation detection instrumentation calibrations; daily function checks; maintenance repairs; radiation surveys; tests for entry control devices to secured radiation areas; tests of sealed sources of radiation; utilization logs of sealed sources and storage containers; maintenance reports; record of equipment removed from service; and inspector reports and documentation of corrective actions.

**RETENTION:** 3 anniversary years after date of record.

**RADIOLOGY/RADIATION RECORDS: EXPOSURE**

**Item #143**

This record series documents facilities' efforts to monitor radiological exposure to humans and the environment. The series may include, but is not limited to, measurements and calculations used to evaluate the release of radioactive effluents into the environment, planned special exposures, accident and emergency exposures and radiation protection provisions.

**RETENTION:** 1 anniversary year after expiration or termination of facility license.

**RESIDENT RECORDS: ASSISTED LIVING FACILITIES**

**Item #110**

This record series documents the contractual obligations of assisted living facilities for the residents. The series may include, but is not limited to, appointment of resident guardians, power-of-attorney, demographic data, therapeutic diets and healthcare providers' name and address. Medical records are maintained separately and take the retention of the patient medical record. *This series may have archival value.*

**RETENTION:** 1 anniversary year after departure.

**RESPIRATORY PROTECTION PROGRAM RECORDS: AIR SAMPLING**

**Item #107**

This record series documents air sampling and bioassays conducted to measure the level of air contaminants. The series may include, but is not limited to, identification of potential hazards, estimated exposure levels and evaluations of actual intake levels.

**RETENTION:** 1 anniversary year.

**RISK MANAGEMENT RECORDS: INTERNAL**

**Item #69**

This record series documents healthcare facilities' implementation and oversight of an internal risk management program. The series may include, but is not limited to, records documenting the education and training of all non-physician employees; analyses of frequency and causes of adverse incidents to patients; analyses of patient grievances that relate to patient care and the quality of medical services; reviews of incident reports; meeting minutes of the risk management committee; copies of adverse incident reports; and annual incident summary reports. Adverse incident reports should also be filed in the applicable PATIENT MEDICAL RECORDS series. Records created pursuant to Section 395.0197, Florida Statutes, Internal risk management program.

**RETENTION:** 7 calendar years.

**RUN REPORTS: EMERGENCY**

**Item #70**

This record series documents patients who receive service from Emergency Medical Technicians (EMT), Emergency Medical Services (EMS), Air-Medical Providers or paramedics. The records document such information as treatment and administration of drugs; each patient's name, address, age or date of birth, sex and race; call identification number, unit number of responding vehicles; transporting vehicle; location of scene or incident; location of patient; and destination of calls. See also *General Records Schedule GS8 for Fire/Rescue Departments*, item #39 "RUN REPORTS: NON-EMERGENCY."

**RETENTION:** 7 anniversary years after last entry.

**STAFFING RECORDS: MEDICAL PERSONNEL**

**Item #126**

This record series documents the work shifts of medical staff including nurses, physicians, medical aides and support staff who provide medical treatment. The series also includes work shifts for physicians "on call."

**RETENTION:** 7 anniversary years.

**VITAL STATISTICS RECORDS**

**Item #144**

This record series consists of the provider's or facility's official records of births, deaths and fetal deaths. The series may include, but is not limited to, birth certificates, death certificates, fetal death certificates and any supporting documentation. Records created pursuant to Rule 64V-1, Vital Records and Associated Activities.

**RETENTION: Permanent.**

**X-RAY/IMAGING RECORDS**

**Item #78**

This record series consists of x-ray images, x-ray films, mammogram images, scans and other images produced for screening or diagnostic procedures. The series includes such information as the name of the patient, the type of examination, dates of the exam and the technician performing the service. See also "MAMMOGRAM IMAGES: SINGLE VISIT."

**RETENTION:** 7 anniversary years after last entry.

**X-RAY/IMAGING SYSTEM MAINTENANCE RECORDS**

**Item #98**

This record series documents the operation and maintenance of x-ray systems. The series may include, but is not limited to, tube rating charts and cooling curves; record of surveys, calibrations, maintenance, modifications from the original schematics and drawings performed on the x-ray machine along with the names of persons who performed the service; correspondence relating to the x-ray systems; and logs containing the patient's name, the type of examination and the dates the examinations were performed. Records created pursuant to Rule 64E-5.502, *Florida Administrative Code*, General Requirements.

**RETENTION:** 7 anniversary years after last entry.

## CROSS-REFERENCE

- ADVERSE INCIDENT REPORTS  
use applicable PATIENT MEDICAL RECORDS
- AIR SAMPLING AND BIOASSAYS  
use RESPIRATORY PROTECTION PROGRAM RECORDS: AIR SAMPLING
- AUDITS: RADIATION PROTECTION PROGRAM  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #83, AUDITS:  
STATE/FEDERAL
- AMBULANCE RECORDS (GENERAL)  
use INVENTORY RECORDS: DRUGS  
or RUN REPORTS: EMERGENCY  
or *General Records Schedule GS8 for Fire/Rescue Departments*, item #39, RUN REPORTS: NON-  
EMERGENCY
- ANESTHESIA RECORDS  
use applicable PATIENT MEDICAL RECORDS
- APPOINTMENT BOOKS: CLINIC  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, item #89,  
CALENDARS
- AUTOPSY RECORDS  
use applicable PATIENT MEDICAL RECORDS
- BIRTH RECORDS/CERTIFICATES  
use VITAL STATISTICS RECORDS
- BLOOD BANK RECORDS  
use BLOOD BANK RECORDS: NO PRODUCT EXPIRATION DATE  
or BLOOD BANK RECORDS: PRODUCT EXPIRATION DATE
- BLOOD DONOR HISTORY RECORDS  
use applicable PATIENT MEDICAL RECORDS
- BLOOD USAGE RECORDS: TRANSFUSIONS  
use applicable PATIENT MEDICAL RECORDS
- BONE MARROW TEST REPORTS  
use applicable PATIENT MEDICAL RECORDS
- CENSUS RECORDS: REPORTS (ANNUAL) (MONTHLY) (DAILY)  
use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,  
Operational and Statistical Report Records
- CHILD ABUSE REPORTS: HOSPITAL COPY  
use applicable PATIENT MEDICAL RECORDS
- CLINICAL PATHOLOGY LOGS  
use LABORATORY/PATHOLOGY TESTING RECORDS
- CLINICAL PATHOLOGY REPORTS: PATIENT  
use applicable PATIENT MEDICAL RECORDS
- CLINICAL PATHOLOGY REPORTS: OUTPATIENT  
use applicable PATIENT MEDICAL RECORDS

General Records Schedule GS4 Public Hospitals, Health Care Facilities and Medical Providers  
\*\*\*CROSS-REFERENCE\*\*\*

CODE 15 REPORTS

use applicable PATIENT MEDICAL RECORDS

COMMUNICATIONS TAPE RECORDINGS: EMERGENCY MEDICAL SERVICES

use *General Records Schedule GS1-SL for State and Local Government Agencies, Item #377, 911*

*RECORDS: LOGS*

or *General Records Schedule GS1-SL for State and Local Government Agencies, Item #335,*

*COMMUNICATIONS AUDIO RECORDINGS*

COMUNICABLE DISEASE REPORTS: HOSPITAL COPY

use applicable PATIENT MEDICAL RECORDS

COST CONTAINMENT REPORTS

use *General Records Schedule GS1-SL for State and Local Government Agencies, Item #334,*

*CORRESPONDENCE AND MEMORANDUM: PROGRAM AND POLICY DEVELOPMENT*

or *General Records Schedule GS1-SL for State and Local Government Agencies, Item #122,*

*ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER*

CYTOLOGY REPORTS

use applicable PATIENT MEDICAL RECORDS

DEATH CERTIFICATES

use VITAL STATISTICS RECORDS

DELIVERY ROOM LOGS

use *General Records Schedule GS1-SL for State and Local Government Agencies, Item #3,*

*ADMINISTRATIVE SUPPORT RECORDS*

or *General Records Schedule GS1-SL for State and Local Government Agencies, Item #124,*

*OPERATION AND STATISTICAL REPORT RECORDS*

or *General Records Schedule GS1-SL for State and Local Government Agencies, Item #435,*

*FINANCIAL TRANSACTION RECORDS: DETAIL*

DIALYSIS RECORDS

use applicable PATIENT MEDICAL RECORDS

DIET COUNSELING RECORDS

use applicable PATIENT MEDICAL RECORDS

DIET RECORDS: INDIVIDUAL

use applicable PATIENT MEDICAL RECORDS

DIETARY RECIPE RECORDS: STANDARDIZED

use FOOD SERVICES RECORDS

DIETITIAN COUNSULTING: INSTITUTIONS

use FOOD SERVICES RECORDS

DRUG RECORDS: PATIENT

use applicable PATIENT MEDICAL RECORDS

DRUG RECORDS: REQUISITIONING/DISPENSING

use INVENTORY RECORDS: DRUG

EKG/EEG/FETAL HEART MONITOR STRIPS

use MONITORING STRIPS

ELECTROCARDIOGRAM TRACINGS

use MONITORING STRIPS

or applicable PATIENT MEDICAL RECORDS

ELECTROENCEPHALOGRAM TRACINGS

General Records Schedule GS4 Public Hospitals, Health Care Facilities and Medical Providers  
\*\*\*CROSS-REFERENCE\*\*\*

use MONITORING STRIPS  
or applicable PATIENT MEDICAL RECORDS

FETAL HEART MONITOR STRIPS  
use MONITORING STRIPS  
or applicable PATIENT MEDICAL RECORDS

FINAL TEST REPORTS: PATHOLOGY  
use LABORATORY/PATHOLOGY TESTING RECORDS

GUNSHOT WOUND REPORTS: HOSPITAL COPY  
use GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS

HEALTH EXAMINATION RECORDS: FOOD HANDLERS  
use *General Records Schedule GS1-SL for State and Local Government Agencies, Item #212,*  
MEDICAL RECORDS

INCIDENT RECORDS  
use *General Records Schedule GS1-SL for State and Local Government Agencies, Item #241,*  
INCIDENT REPORT FILES  
or *General Records Schedule GS1-SL for State and Local Government Agencies, Item #188, INJURY*  
RECORDS

INCIDENT REPORTS: SUMMARY AND REVIEW  
use *General Records Schedule GS1-SL for State and Local Government Agencies, Item #241,*  
INCIDENT REPORT FILES  
or *General Records Schedule GS1-SL for State and Local Government Agencies, Item #188, INJURY*  
RECORDS

INCINERATOR RECORDS  
use ON-SITE INCINERATOR RECORDS

INFANT SCREENING TEST REPORTS (QUARTERLY)  
use applicable PATIENT MEDICAL RECORDS

INFECTION CONTROL PROGRAM: REPORTS  
use INFECTION CONTROL RECORDS

INHALATION THERAPY RECORDS  
use applicable PATIENT MEDICAL RECORDS

IMMUNIZATION RECORDS  
use applicable PATIENT MEDICAL RECORDS

INSPECTIONS: RADIOLOGY SECTION  
use RADIOLOGY RECORDS: OPERATIONAL

INVENTORY: SEALED RADIATION SOURCES  
use RADIOLOGY RECORDS OPERATIONAL

LABORATORY LOGS  
use LABORATORY/PATHOLOGY TESTING RECORDS

LABORATORY QUALITY CONTROL RECORDS  
use QUALITY CONTROL RECORDS: LABORATORIES

LABORATORY RECORDS (GENERAL)  
use LABORATORY/PATHOLOGY TESTING RECORDS

MAINTENANCE/INSPECTION: RADIOGRAPHIC DEVICES  
use RADIOLOGY RECORDS OPERATIONAL

MAMMOGRAPHY

use COMPLAINT RECORDS: MAMMOGRAPHY FACILITY  
or MAMMOGRAM IMAGES: SINGLE VISIT  
or QUALITY ASSURANCE RECORDS: MAMMOGRAPHY FACILITY  
or X-RAY/IMAGING RECORDS

MANUALS, DIRECTIVES, PROCEDURES, POLICIES: SUPERSEDED

use DIRECTIVES/POLICIES/PROCEDURES: HEALTHCARE

MEASUREMENTS/CALCULATIONS: ENVIRONMENTAL EXPOSURE

use RADIOLOGY/RADIATION RECORDS: EXPOSURE

MEDICAL RECORDS: (PATIENT) EMERGENCY ROOM

use applicable PATIENT MEDICAL RECORDS

MEDICAL RECORDS: (PATIENT) INPATIENT

use applicable PATIENT MEDICAL RECORDS

MEDICAL RECORDS: (PATIENT) OUTPATIENT/CLINIC

use applicable PATIENT MEDICAL RECORDS

MEDICARE/MEDICAID RECORDS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #435,  
FINANCIAL TRANSACTION RECORDS: DETAIL  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #65,  
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

MEDICARE/MEDICAID RECORDS: COUNTY HEALTH DEPARTMENTS

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #435,  
FINANCIAL TRANSACTION RECORDS: DETAIL  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, item #65,  
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

MENUS

use FOOD SERVICES RECORDS

MINUTES: AIR AMBULANCE SAFETY COMMITTEE

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #32,  
MINUTES: OFFICIAL MINUTES  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #424,  
MINUTES: OFFICIAL MEETINGS (SPECIAL DISTRICTS/AGENCY SUPPORT  
ORGANIZATIONS/NON-POLICY ADVISORY BOARDS)

MONITORING RECORDS: PACKAGES OF RADIOACTIVE MATERIALS

use RADIOLOGY RECORDS: OPERATIONAL

NUCLEAR MEDICINE SERVICES RECORDS

use applicable PATIENT MEDICAL RECORDS

NURSING CARE PLANS: DAILY

use STAFFING RECORDS: MEDICAL PERSONNEL

NURSING PLANS: DEPARTMENTAL

use DIRECTIVES/POLICIES/PROCEDURES: HEALTHCARE

OCCUPATIONAL THERAPY RECORDS

use applicable PATIENT MEDICAL RECORDS

OPERATION INDEXES

use applicable PATIENT MEDICAL RECORDS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #435,  
FINANCIAL TRANSACTION RECORDS: DETAIL

General Records Schedule GS4 Public Hospitals, Health Care Facilities and Medical Providers  
\*\*\*CROSS-REFERENCE\*\*\*

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #124,  
OPERATIONAL AND STATISTICAL REPORT RECORDS  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #122,  
ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER  
or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #3,  
ADMINISTRATIVE SUPPORT RECORDS

PATHOLOGY REPORTS: SURGICAL TISSUE  
use LABORATORY/PATHOLOGY TESTING RECORDS

PATIENT RECORDS: PHARMACY  
use PHARMACY PATIENT AND PRESCRIPTION RECORDS

PATIENT TESTING: IMMUNOHEMATOLOGY RECORDS  
use LABORATORY/PATHOLOGY TESTING RECORDS

PATIENT TESTS: LABORATORY COPY  
use LABORATORY/PATHOLOGY TESTING RECORDS

PHARMACY RECORDS  
use INVENTORY RECORDS: DRUG

PATIENT RECORD: PHARMACY (item #129)  
use PHARMACY PATIENT AND PRESCRIPTION RECORDS

PERFORMANCE REPORTS: PROFICIENCY TESTING FACILITY  
use PROFICIENCY TESTING: LABORATORIES

PHYSICAL THERAPY RECORDS  
use applicable PATIENT MEDICAL RECORDS

PLANNED SPECIAL EXPOSURE: RADIOLOGY  
use RADIOLOGY/RADIATION RECORDS: EXPOSURE

PRESCRIPTION RECORDS  
use PHARMACY PATIENT AND PRESCRIPTION RECORDS

PROCESSING RECORDS: BLOOD BANK  
use BLOOD BANK RECORDS: NO PRODUCT EXPIRATION DATE  
or BLOOD BANK RECORDS: PRODUCT EXPIRATION DATE

PSYCHIATRIC REPORTS  
use applicable PATIENT MEDICAL RECORDS

QUALITY CONTROL SURVEY: MAMMOGRAPHY FACILITY  
use QUALITY ASSURANCE RECORDS: MAMMOGRAPHY FACILITY:

RADIATION DETECTION INSTRUMENTATION  
use RADIOLOGY RECORDS: OPERATIONAL

RADIATION EQUIPMENT: MINOR MAINTENANCE  
use RADIOLOGY RECORDS: OPERATIONAL

RADIATION EXPOSURE RECORDS: PERSONNEL  
use RADIOLOGY/RADIATION RECORDS: EXPOSURE  
or applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item

RADIATION MONITORING RECORDS: EQUIPMENT  
use RADIOLOGY RECORDS: OPERATIONAL

RADIATION MONITORING RECORDS: HUMAN EXPOSURE

use RADIOLOGY/RADIATION RECORDS: EXPOSURE

RADIATION PROTECTION PROGRAM

use RADIOLOGY/RADIATION RECORDS: EXPOSURE

RADIATION PROTECTION PROGRAM RECORDS

use RADIOLOGY/RADIATION RECORDS: EXPOSURE

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #83, AUDITS:  
STATE/FEDERAL

RADIOACTIVE MATERIALS RECORDS

use DISPOSAL RECORDS: RADIOACTIVE WASTE

or DISPOSAL RECORDS: NON-SEALED SOURCE RADIOACTIVE MATERIAL

RADIOACTIVE WASTE DISPOSAL RECORDS

use DISPOSAL RECORDS: RADIOACTIVE WASTE

REQUISITIONS: LABORATORY TESTS

use LABORATORY/PATHOLOGY TESTING RECORDS

RESIDENT CONTRACTS: ASSISTED LIVING FACILITIES

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #65,  
CONTRACTS/LEASES/AGREEMENTS: NON-CAPITAL IMPROVEMENT

RISK MANAGEMENT RECORDS: INTERNAL

use *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #122,

ADMINISTRATOR RECORDS: AGENCY DIRECTOR/PROGRAM MANAGER

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #338,

CORRESPONDENCE AND MEMORANDA: PROGRAM AND POLICY DEVELOPMENT

or *General Records Schedule GS1-SL for State and Local Government Agencies*, Item #291,

PROJECT FILES: OPERATIONAL

SOCIAL SERVICES CASE FILES

use applicable PATIENT MEDICAL RECORDS

SPECIMEN LOGS: PATHOLOGY

use LABORATORY/PATHOLOGY TESTING RECORDS

SPEECH THERAPY RECORDS

use applicable PATIENT MEDICAL RECORDS

SURGICAL INFECTION INVESTIGATION REPORTS

use INFECTION CONTROL RECORDS

SURVEYS: RADIOLOGY

use RADIOLOGY RECORDS: OPERATIONAL

TEST PROCEDURES: DISCONTINUED

use DIRECTIVES/POLICIES/PROCEDURES: HEALTHCARE

or PROCEDURES: SPECIMEN TESTING

TESTING: ENTRY CONTROL DEVICES

use RADIOLOGY RECORDS: OPERATIONAL

TESTING: SEALED SOURCES

use RADIOLOGY RECORDS: OPERATIONAL

TISSUE TRACKING SYSTEM

use ORGAN/TISSUE TRACKING RECORDS

TRAINING & LICENSE RECORDS: RADIOLOGY

General Records Schedule GS4 Public Hospitals, Health Care Facilities and Medical Providers  
**\*\*\*CROSS-REFERENCE\*\*\***

use applicable *General Records Schedule GS1-SL for State and Local Government Agencies*  
PERSONNEL RECORDS item  
or *General Records Schedule GS1-SL for State and Local Government Agencies* item #371, STAFF  
ADMINISTRATION RECORDS

UTILIZATION LOGS: RADIOLOGY  
use RADIOLOGY RECORDS: OPERATIONAL

UTILIZATION REVIEW PLANS  
use DIRECTIVES/POLICIES/PROCEDURES: HEALTHCARE

X-RAY FILMS  
use X-RAY/IMAGING RECORDS

X-RAY INTERPRETATION REPORTS  
use applicable PATIENT MEDICAL RECORDS

X-RAY LOGS  
use X-RAY/IMAGING SYSTEM MAINTENANCE RECORDS

## ALPHABETICAL LISTING

ACCREDITATION RECORDS: HEALTHCARE FACILITIES	Item #1
ADMISSION REPORTS: STATISTICAL	Item #2
BIOMEDICAL WASTE RECORDS	Item #96
BIRTH REPORTS	Item #102
BLOOD BANK RECORDS: NO PRODUCT EXPIRATION DATE	Item #135
BLOOD BANK RECORDS: PRODUCT EXPIRATION DATE	Item #136
CANCER REGISTRY REPORTS	Item #10
CLINICAL STUDY RECORDS	Item #137
COMPLAINT RECORDS: MAMMOGRAPHY FACILITY	Item #91
DIRECTIVES/POLICIES/PROCEDURES: HEALTHCARE	Item #120
DISPOSAL RECORDS: NON-SEALED SOURCE RADIOACTIVE MATERIAL	Item #113
DISPOSAL RECORDS: RADIOACTIVE WASTE	Item #89
FOOD SERVICES RECORDS	Item #138
GUNSHOT WOUND/LIFE-THREATENING INJURY REPORTS	Item #128
INFECTION CONTROL RECORDS	Item #131
INVENTORY RECORDS: DRUG	Item #127
LABORATORY/PATHOLOGY TESTING RECORDS	Item #139
MAMMOGRAM IMAGES: SINGLE VISIT	Item #90
MASTER PATIENT INDEXES	Item #49
MONITORING STRIPS	Item #118
ON-SITE INCINERATOR RECORDS	Item #97
ORGAN/TISSUE TRACKING RECORDS	Item #99
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PATIENT MEDICAL RECORDS: NURSING HOME MINORS	Item #133
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QUALITY CONTROL RECORDS: IMMUNOHEMATOLOGY	Item #82
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RADIOLOGY RECORDS: OPERATIONAL	Item #142
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RESPIRATORY PROTECTION PROGRAM RECORDS: AIR SAMPLING	Item #107
RISK MANAGEMENT RECORDS: INTERNAL	Item #69
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STAFFING RECORDS: MEDICAL PERSONNEL	Item #126
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RUN REPORTS: EMERGENCY	Item #70
X-RAY/IMAGING RECORDS	Item #78
PATIENT MEDICAL RECORDS	Item #80
QUALITY CONTROL RECORDS: IMMUNOHEMATOLOGY	Item #82
QUALITY CONTROL RECORDS: LABORATORIES	Item #81
DISPOSAL RECORDS: RADIOACTIVE WASTE	Item #89
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COMPLAINT RECORDS: MAMMOGRAPHY FACILITY	Item #91
QUALITY ASSURANCE RECORDS: MAMMOGRAPHY FACILITY	Item #92
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ORGAN/TISSUE TRACKING RECORDS	Item #99
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RADIOLOGY/RADIATION RECORDS: EXPOSURE	Item #143
VITAL STATISTICS RECORDS	Item #144