

Sample Records Retention Schedule

Function	Record Type	Record Category Description	Record Type Examples	Paper	Electronic	Files	Email	Application(s)	Recommended Retention Period (Years)
Administration	Committee Records								6 years
Administration	Committee Records	Related to business of various committees	Meeting Agenda	x	x			Word	
Administration	Committee Records		Meeting Meetings	x	x			Word	
Administration	Committee Records		Meeting Attendee List	x	x			Word	
Administration	Departmental Records								6 years
Administration	Departmental Records	General administrative records for each dept	Department meeting minutes	x	x			Word	
Administration	Departmental Records		Staffing patterns		x			Excel	
Administration	Departmental Records		Department budget		x			Word/Excel?	
Administration	Departmental Records		Daily & weekly census for nurse staffing		x	x		Cerner	
Administration	Departmental Records		Patient acuity Reports		x			Evalisys	
Administration	Departmental Records		Performance Service Agreements with outside vendors	x	x	x		Word, Outlook	
Administration	Departmental Records		Appointment books, department logs & registers		x			Cerner	
Administration	Departmental Records		Departmental audit reports	x	x			Excel	
Administration	Departmental Records								Indefinite
Administration	Departmental Records	Departmental personnel records	Personnel attendance and time records		x			ActiveStaffer	
Administration	Departmental Records		Personnel records					Word, Outlook	
Administration	Departmental Records		Training (attendance, course outlines, and exams)	x	x			Word	
Administration	Licenses & Permits								Indefinite
Administration	Licenses & Permits	Government licenses & certifications required for general	Business permits	a					
Administration	Licenses & Permits	hospital business	Alcohol & narcotics permits	a					
Administration	Licenses & Permits		Department of Public Health Licenses & Certifications	a					
Administration	Policies / Procedures								Life of policy + 6 years
Administration	Policies / Procedures	Policies, Procedures, Code of Ethics / Usage	Administrative Policies & Procedures	x	x			Word/Intranet	
Administration	Policies / Procedures		Human Resources Policies & Procedures	x	x			Word/Intranet	
Administration	Policies / Procedures		Nursing Policies & Procedures	x	x			Word/Intranet	
Administration	Policies / Procedures		HIPAA Policies & Procedures	x	x			Word/Intranet	
Administration	Policies / Procedures		IT Usage Policies	x	x			Word/Intranet	
Administration - Building, Plant & Property	Buildings, Plant & Property								Indefinite
Administration - Building, Plant & Property	Buildings, Plant & Property	Related to design, construction, and ownership of buildings	Blueprints & CAD Drawings	x	x	x		CAD, Outlook	
Administration - Building, Plant & Property	Buildings, Plant & Property		Construction projects	x	x	x		Word, Outlook	
Administration - Building, Plant & Property	Buildings, Plant & Property		Property deeds & titles		x			Word	
Administration - Building, Plant & Property	Buildings, Plant & Property		Property leases	x	x			Word	
Administration - Common	Administrative Records								6 years
Administration - Common	Administrative Records	Administrative records with ongoing business value, not	Manager files	x	x	x		Word, Excel, Outlook	
Administration - Common	Administrative Records	otherwise covered	General correspondence	x	x	x		Word, Outlook	
Administration - Common	Administrative Records		Administrative records	x	x	x		Word, Excel, Outlook	
Administration - Common	Transitory Records								As needed
Administration - Common	Transitory Records	Short-term records that are not required for ongoing	Reference materials & notes / Working files	x	x	x		MS Office	
Administration - Common	Transitory Records	business, compliance, or legal needs.	Voicemail messages						
Administration - Common	Transitory Records		Unsolicited correspondence with little to no business value	x	x	x		MS Office	
Administration - Common	Transitory Records		Menus from Food Services						
Administration - Common	Short-Term Correspondence & Operational Records								1 year
Administration - Common	Short-Term Correspondence & Operational Records	Miscellaneous correspondence, reports, and documents	Routine business correspondence & email messages	x	x	x		MS Office	
Administration - Common	Short-Term Correspondence & Operational Records	that are retained for a short time for operational needs	Schedules & calendars	x	x	x		MS Office	
Administration - Common	Short-Term Correspondence & Operational Records		Routine periodic reports	x	x	x		MS Office	
Administration - Common	Historical Records								Indefinite
Administration - Common	Historical Records	Records and artifacts of enduring historical, cultural or	Awards & honors	x					
Administration - Common	Historical Records	reference value.	Organization history	x	x			MS Office	
Administration - Common	Historical Records		Photos & images	x	x	x		MS Office	
Administration - Executive & Bus Mgmt	Business Organization Records								Indefinite
Administration - Executive & Bus Mgmt	Business Organization Records	Indefinite records related to the creation and formal	Business agreements	x	x			MS Office	
Administration - Executive & Bus Mgmt	Business Organization Records	proceedings of the organization	Nonprofit filings (Form 990 and 501(c)(3))	x	x			MS Office	

Sample Records Retention Schedule

Administration - Executive & Bus Mgmt	Business Organization Records	Organization Bylaws	x	x	MS Office
Administration - Executive & Bus Mgmt	Business Organization Records	Organization charts	x	x	MS Office
Administration - Executive & Bus Mgmt	Business Organization Records	Meeting minutes and resolutions	x	x	MS Office
Administration - Executive & Bus Mgmt	Business Organization Records	Memorandum and Articles of Association or Incorporation	x	x	MS Office
Administration - Executive & Bus Mgmt	Contracts				Indefinite
Administration - Executive & Bus Mgmt	Contracts	Draft and original signed agreements and related correspondence / negotiations	x	x	MS Office
Administration - Executive & Bus Mgmt	Contracts	Joint Venture Agreements	x	x	MS Office
Administration - Executive & Bus Mgmt	Contracts	Real Estate Contracts	x	x	MS Office
Administration - Executive & Bus Mgmt	Contracts	Physician Agreements	x	x	MS Office
Administration - Executive & Bus Mgmt	Contracts	Vendor Agreements	x	x	MS Office
Administration - Executive & Bus Mgmt	Contracts	Consultant Agreements	x	x	MS Office
Administration - Executive & Bus Mgmt	Contracts	Correspondence & Negotiations	x	x	MS Office
Administration - Executive & Bus Mgmt	Short-Term Strategy, Planning & Forecasting				6 years
Administration - Executive & Bus Mgmt	Short-Term Strategy, Planning & Fore	Records related to future planning and forecasting for	x	x	MS Office
Administration - Executive & Bus Mgmt	Short-Term Strategy, Planning & Fore	internal purposes.	x	x	MS Office
Administration - Executive & Bus Mgmt	Short-Term Strategy, Planning & Fore	Process Improvement Reports	x	x	MS Office
Administration - Executive & Bus Mgmt	Long-Term Strategy, Planning & Forecasting				Indefinite
Administration - Executive & Bus Mgmt	Long-Term Strategy, Planning & Fore	Long-term records related to future planning and	x	x	MS Office
Administration - Facilities Mgmt	Facilities - General Engineering Records				6 years
Administration - Facilities Mgmt	Facilities - General Engineering Recor	General records related to the maintenance and repair of	a	a	
Administration - Facilities Mgmt	Facilities - General Engineering Recor	company facilities	a		
Administration - Facilities Mgmt	Facilities - General Engineering Recor		a	a	
Administration - Facilities Mgmt	Facilities - General Engineering Recor	Inspections of buildings / grounds	a	a	
Administration - Facilities Mgmt	Facilities - General Engineering Recor	Maintenance logs (heating, air conditioning, ventilation)	a	a	
Administration - Facilities Mgmt	Facilities - General Engineering Recor	Purchase orders	a	a	Lawson
Administration - Facilities Mgmt	Facilities - General Engineering Recor	Watchman clock dials	a	a	
Administration - Facilities Mgmt	Facilities - General Engineering Recor	Work orders	a	a	Medimizer
Administration - Facilities Mgmt	Facilities - Engineering Operations Records				Indefinite
Administration - Facilities Mgmt	Facilities - General Engineering Recor	Records related to the operation of equipment and	a		
Administration - Facilities Mgmt	Facilities - Engineering Operations Rec	facilities	a		
Administration - Facilities Mgmt	Facilities - Engineering Operations Rec		a	a	
Administration - Facilities Mgmt	Facilities - Engineering Operations Rec	Emergency generator records (inspection, performance, exercising	a	a	
Administration - Facilities Mgmt	Facilities - Engineering Operations Rec	Equipment maintenance records	a	a	Medimizer
Administration - Facilities Mgmt	Facilities - Engineering Operations Rec	Equipment operating records	a	a	Medimizer
Administration - Facilities Mgmt	Facilities - General Food Services Records				3 years
Administration - Facilities Mgmt	Facilities - General Food Services Recc	Records related to the provision of food to patients and	x		
Administration - Facilities Mgmt	Facilities - General Food Services Recc	staff	x	x	MS Office
Administration - Facilities Mgmt	Facilities - General Food Services Recc		x	x	MS Office
Administration - Facilities Mgmt	Facilities - General Food Services Recc	Dietetic service personnel (number of)	x	x	Excel
Administration - Facilities Mgmt	Facilities - General Food Services Recc	Food costs	x	x	Excel, Lawson
Administration - Facilities Mgmt	Facilities - General Food Services Recc	Food & supplement inventory	x	x	Excel, Lawson
Administration - Facilities Mgmt	Facilities - General Food Services Recc	Food purchased	x	x	Excel, Lawson
Administration - Facilities Mgmt	Facilities - General Food Services Recc	Meal counts	x	x	
Administration - Facilities Mgmt	Facilities - General Food Services Recc	Patient floor stock	x	x	Excel
Administration - Facilities Mgmt	Facilities - General Food Services Recc	Vendor correspondence	x	x	MS Office
Administration - Facilities Mgmt	Facilities - Food Services Training & Safety Records				6 years
Administration - Facilities Mgmt	Facilities - Food Services Training & Sa	Records related to food safety and employee training for	x	x	
Administration - Facilities Mgmt	Facilities - Food Services Training & Sa	food services	x	x	
Administration - Facilities Mgmt	Facilities - General Housekeeping Records				6 years
Administration - Facilities Mgmt	Facilities - General Housekeeping Recr	Records related to the maintenance and cleanliness of	x	x	Cerner
Administration - Facilities Mgmt	Facilities - General Housekeeping Recr	patient accommodations	x	x	MS Office
Administration - Facilities Mgmt	Facilities - General Housekeeping Recr		x	x	MS Office
Administration - Facilities Mgmt	Facilities - General Housekeeping Recr	Contract files	x	x	
Administration - Facilities Mgmt	Facilities - General Housekeeping Recr	Exterminator records	x		
Administration - Facilities Mgmt	Facilities - General Security Records				2 years
Administration - Facilities Mgmt	Facilities - General Security Records	Documents related to building access and security matters	a	a	
Administration - Facilities Mgmt	Facilities - General Security Records	Building access logs	a	a	
Administration - Facilities Mgmt	Facilities - General Security Records	Daily Shift Reports			
Administration - Facilities Mgmt	Facilities - Security - Incident & Unusual Occurrences				10 years
Administration - Facilities Mgmt	Facilities - Security - Incident &	Reports related to incident or unusual occurrences	a	a	
Administration - Facilities Mgmt	Facilities - General Purchasing & Receiving Records				6 years

Sample Records Retention Schedule

Administration - Facilities Mgmt	Facilities - Purchasing & Receiving	Records related to the procurement of hospital equipment	Packing slips	x			
Administration - Facilities Mgmt	Facilities - Purchasing & Receiving	and supplies	Purchase orders	x	x		Lawson
Administration - Facilities Mgmt	Facilities - Purchasing & Receiving		Purchase requisitions	x	x	x	Lawson
Administration - Facilities Mgmt	Facilities - Purchasing & Receiving		Receiving report	x	x		Lawson
Administration - Facilities Mgmt	Facilities - Purchasing & Receiving		Requests for proposals	x	x	x	Lawson
Administration - Facilities Mgmt	Facilities - Purchasing & Receiving		Returned goods credit				Lawson
Administration - Facilities Mgmt	Facilities - Purchasing & Receiving		Warehouse storage inventory	x	x		Lawson
Administration - Facilities Mgmt	Facilities - Purchasing & Receiving		Warehouse storage inventory	x	x		Lawson
Administration - Facilities Mgmt							
Administration - Facilities Mgmt	Facilities - Purchasing & Receiving	Records - Contracts					20 years
Administration - Facilities Mgmt	Facilities - Purchasing & Receiving	Legal agreements, estimates and statements of delivery	Statement of delivery, Contracts, Estimation Sheets				Lawson
Administration - Public Relations & Marketing							
Administration - Public Relations & Marketing	Public Relations & Marketing	Short-Term Public Relations & Marketing Records					2 years
Administration - Public Relations & Marketing	Public Relations & Marketing	Materials used in marketing and public relations	Advertising	x	x		
Administration - Public Relations & Marketing	Public Relations & Marketing		Marketing materials		x	x	Word/Acrobat
Administration - Public Relations & Marketing	Public Relations & Marketing		Non-Donor Service Announcements			x	Outlook
Administration - Public Relations & Marketing	Public Relations & Marketing		Press releases		x	x	Word/Acrobat
Administration - Public Relations & Marketing	Public Relations & Marketing		WEBSITE CONTENT		x		
Administration - Public Relations & Marketing							
Administration - Public Relations & Marketing	Indefinite Public Relations & Marketing Records						Indefinite
Administration - Public Relations & Marketing	Indefinite Public Relations & Marketing	Indefinite Public Relations & Marketing PR & marketing records that should be kept indefinitely	Clippings	x			N/A
Administration - Public Relations & Marketing	Indefinite Public Relations & Marketing		Photographs (institutional)		x		Outlook
Administration - Public Relations & Marketing	Indefinite Public Relations & Marketing		Publications (in-house)	x	x		Word
Finance							
Finance	Financial Statements - Indefinite						Indefinite
Finance	Financial Statements - Indefinite	Indefinite financial statements	Quarterly Financial Statements	x	x		Lawson
Finance	Financial Statements - Indefinite		Annual Financial Statements	x	x		Lawson
Finance							
Finance	Financial Statements - Regular						7 years
Finance	Financial Statements - Regular	Regular financial statements	Financial statements submitted to the IRS or states	x	x		Lawson
Finance	Financial Statements - Regular		Financial statements and ledgers submitted to local governments,	x	x		Lawson
Finance							
Finance	Financial Planning & Analysis						2 years
Finance	Financial Planning & Analysis	Financial planning & analysis	Budget creation and analysis records		x		Lawson, Avega, Excel
Finance	Financial Planning & Analysis		Budget reports		x	x	Lawson, Avega, Excel
Finance	Financial Planning & Analysis		Productivity reports		x	x	Lawson, Excel
Finance							
Finance	Investments						7 years
Finance	Investments	Investment management records	Brokerage statements	x	x		Lawson
Finance	Investments		Cash investments	x	x		Lawson
Finance	Investments		Reconciliation statements	x	x		Lawson
Finance	Investments		Records for tracking and managing investments	x	x		Lawson
Finance	Investments		Trading confirmations	x	x		Lawson
Finance							
Finance	Loans / Credits						7 years
Finance	Loans / Credits	Records related to the loans and loan payments	Correspondence with lenders	x	x	x	
Finance	Loans / Credits		Debt information, work papers, write-offs, write downs, losses	x	x		
Finance	Loans / Credits		Original Note Agreements	x			
Finance	Loans / Credits		Reports to lenders	x	x		
Finance							
Finance	Audit Records						7 years
Finance	Audit Records	Audit plans and schedules	Monthly financial reports		x		Lawson
Finance	Audit Records		Audit schedules		x		Lawson, Excel
Finance	Audit Records		Correspondence between Finance and Admin	x		x	Outlook
Finance - Accounting							
Finance - Accounting	Accounts Payable (AP)						7 years
Finance - Accounting	Accounts Payable (AP)	Records related to payment of financial obligations	AP ledger		x		Lawson
Finance - Accounting	Accounts Payable (AP)		Invoices and statements	x	x		Lawson
Finance - Accounting	Accounts Payable (AP)		Copies of payments (checks, wires) in hardcopy or electronic form	x	x		Lawson
Finance - Accounting	Accounts Payable (AP)		Expense reports	x	x		Lawson
Finance - Accounting	Accounts Payable (AP)		Purchase orders	x	x		Lawson
Finance - Accounting	Accounts Payable (AP)		Vendor payment transaction (history) files	x	x		
Finance - Accounting							
Finance - Accounting	Accounts Receivable (AR)						6 years
Finance - Accounting	Accounts Receivable (AR)	Records related to revenue and receipt of income	Billings to patients and insurance companies		x		Lawson
Finance - Accounting	Accounts Receivable (AR)		Chargemaster		x		Access / Lawson
Finance - Accounting	Accounts Receivable (AR)		Explanation of Benefits	x	x		Lawson

Sample Records Retention Schedule

Finance - Accounting	Accounts Receivable (AR)		Credits and collections		x	Lawson	
Finance - Accounting	Banking / Treasury - Regular						6 years
Finance - Accounting	Banking / Treasury - Regular	Periodic records reflecting banking activity	Records of bank deposits, bank statements, reconciliations, drafts, bank	x	x	Lawson	
Finance - Accounting	Banking / Treasury - Regular		Wire Transfers	x	x	Lawson	
Finance - Accounting	Capital Property						Indefinite
Finance - Accounting	Capital Property	Records related to the acquisition, depreciation, and sale	Capital expense records		x	Lawson	
Finance - Accounting	Capital Property	of capital assets	Capital property purchase and sale records		x	Lawson	
Finance - Accounting	Capital Property		Construction files and change orders for buildings		x	Lawson	
Finance - Accounting	Capital Property		Depreciation records		x	Lawson	
Finance - Accounting	Capital Property		Fixed asset reports		x	Lawson	
Finance - Accounting	Capital Property		Retired asset files		x	Lawson	
Finance - Accounting	Cash Books						6 years
Finance - Accounting	Cash Books	Cash management records	Cash receipts (cash receipt journals), cash book listing.	x	x	Lawson	
Finance - Accounting	Cash Books		Cashier's tapes	x		Lawson	
Finance - Accounting	Journals and Ledgers						6 years
Finance - Accounting	Journals and Ledgers	Records used to transfer charges between accounts and for	Journal entries, account analysis files, and inter-company transactions		x	Lawson	
Finance - Accounting	Journals and Ledgers	summarizing account information	Subsidiary ledgers		x	Lawson	
Finance - Credit	Bad Debts						6 years
Finance - Credit	Bad Debts	Records related to accounts where collection is unlikely	Authorizations, and supporting details of uncollectible accounts.		x	Lawson	
Finance - Credit	GL Deposits						6 years
Finance - Credit	GL Deposits	General ledger records not accounted for elsewhere	Archived bank statements and payment advices		x		
Finance - Credit	GL Deposits		Tracking log of checks that are processed outside of AR system	x	x	Lawson	
Finance - Payor Relations	Payor Relation Records - General						10 years
Finance - Payor Relations	Payor Relation Records	General records related to the negotiation and receipt of	Payor Agreements			Parathon (QuadraMed)	
Finance - Payor Relations	Payor Relation Records	payment by medical insurance groups	Risk Sharing Agreements			Parathon (QuadraMed)	
Finance - Payor Relations	Payor Relation Records		Claim correspondence with payors & medical groups			Outlook	
Finance - Payor Relations	Payor Relation Records		Capitation reports			CommuniCap	
Finance - Payor Relations	Payor Relation Records - Periodic Reports						2 years
Finance - Payor Relations	Payor Relation Records - Periodic	Payor relations data, stats, and periodic reports	Monthly reports; Departmental data & stats			Access	
Finance - Payroll	Payroll Records - Short Term						7 years
Finance - Payroll	Payroll Records - Short Term	Records related to the payroll deposits and payroll tax	Net pay deposit requests		x	Lawson	
Finance - Payroll	Payroll Records - Short Term		Original income tax withholding statements or forms (e.g., US W-2 and W	x	x	Lawson	
Finance - Payroll	Payroll Records - Long Term						Indefinite
	Payroll Records - Long Term	Records related to the payments of salaries and wages,	Records of salary, taxes, adjustments, garnishments, benefits,				
	Payroll Records - Long Term	including total payments, withholdings, adjustments, etc	Payroll journals and monthly payroll statements				
Finance - Payroll	Time Records						Indefinite
Finance - Payroll	Time Records	Records related to reporting of hours worked	Overtime records, registers and reports.		x	Lawson, ActiveStaffer	
Finance - Payroll	Time Records		Time sheets		x	Lawson, ActiveStaffer	
Finance - Tax	Tax computations and supporting records						7 years
Finance - Tax	Tax computations and supporting	Records used to calculate and support tax owed	Tax planning work papers and computations relating to income tax,	x	x	Lawson, Excel	
Finance - Tax	Tax computations and supporting		Work papers and draft schedules	x	x	Lawson, Excel	
Finance - Tax	Tax Returns/Tax Records						Indefinite
Finance - Tax	Tax Returns/Tax Records	Records submitted to government tax agencies	Annual tax returns for federal and state income tax	x	x		
Finance - Tax	Tax Returns/Tax Records		Annual tax schedules for federal & state income tax	x	x	Lawson, Excel	
Finance - Tax	Tax Returns/Tax Records		City taxes	x	x	Lawson	
Finance - Tax	Tax Returns/Tax Records		Sales & use tax	x	x	Lawson	
Finance - Tax	Tax Returns/Tax Records		Social Security tax records	x	x	Lawson	
Finance - Tax	Tax Returns/Tax Records		State Income Tax records	x	x	Lawson	
Finance - Tax	Tax Returns/Tax Records		State Property Tax	x	x	Lawson	
Finance - Tax	Payroll Tax Records						7 years
Finance - Tax	Payroll Tax Records	Payroll tax returns submitted to federal and state tax	Federal payroll tax returns	x	x	Lawson	
Finance - Tax	Payroll Tax Records	agency	State payroll tax returns	x	x	Lawson	

Sample Records Retention Schedule

Finance - Tax	Payroll Tax Records		Unemployment insurance filings	x	x	Lawson	
Human Resources - Occupational Health & Safety	Occupational Health & Safety						Indefinite
Human Resources - Occupational Health & Safety	Occupational Health & Safety	Records related to the worker accidents and workers compensation claims	L&I claims, accident logs and reports, especially if potentially related to Workers Compensation claim files			STIX	
Human Resources - Occupational Health & Safety	Occupational Health & Safety		OSHA Reports & statistics			Outside Vendor	
Human Resources	Employee Relations						Termination + 6 years
Human Resources	Employee Relations	Records of discussion, analysis and decisions related to employee matters	Case tracking worksheets	x	x	MS Office	
Human Resources	Employee Relations		Private discussion files	x	x	MS Office	
Human Resources	Employee Relations		Remediation plans	x	x	MS Office	
Human Resources	Employee Communications						6 years
Human Resources	Employee Communications	Internal newsletters, publications, announcements and memos	Internal announcements	x	x	x	MS Office
Human Resources	Employee Communications		Intranet postings including all posted content and records of additions		x		Intranet
Human Resources - Volunteer Records	Volunteer Records						Termination + 30 years
Human Resources - Volunteer Records	Volunteer Records	Personnel records for volunteer staff members	Applications	x			VolunteerWorks
Human Resources - Volunteer Records	Volunteer Records		Background checks	x			VolunteerWorks
Human Resources - Volunteer Records	Volunteer Records		Medical records - TB tests / Dr's releases	x	x		VolunteerWorks
Human Resources - Volunteer Records	Volunteer Records		Annual competencies	x	x		VolunteerWorks
Human Resources - Volunteer Records	Volunteer Records		Evaluations	x	x	x	VolunteerWorks
Human Resources - Benefits	Benefit Plan Files						Indefinite
Human Resources - Benefits	Benefit Plan Files	Records related to company sponsored benefit plans	401K	x	x		Lawson
Human Resources - Benefits	Benefit Plan Files		Correspondence explaining benefit plans, and related revisions	x	x		Lawson
Human Resources - Benefits	Benefit Plan Files		Deferred Compensation Plan	x	x		Lawson
Human Resources - Benefits	Benefit Plan Files		Documentation on insurance, pension, disability, medical, survivor	x	x		Lawson
Human Resources - Benefits	Benefit Plan Files		Educational assistance	x	x		Lawson
Human Resources - Benefits	Benefit Plan Files		Insurance premium statements and invoices	x			
Human Resources - Benefits	Benefit Plan Files		Key contributor plan documents	x			
Human Resources - Benefits	Benefit Plan Files		Long Term Incentive Plans	x			
Human Resources - Benefits	Benefit Plan Files		Savings plans	x			
Human Resources - Benefits	Benefit Plan Files		Vacation entitlements	x	x		Lawson
Human Resources - Benefits	Benefit Plan Files		Pension records	x	x		Lawson
Human Resources - Contributions & Benefits	Contributions and Benefits Provided						Indefinite
Human Resources - Contributions & Benefits	Contributions and Benefits Provided	Records related to contribution and participation in	Records related to actual contributions to company sponsored benefit		x		Lawson
Human Resources - Contributions & Benefits	Contributions and Benefits Provided		Records related to cumulative years of service, total contributions,		x		Lawson
Human Resources - Unemployment	Unemployment Claims						6 years
Human Resources - Unemployment	Unemployment Claims	Records related to unemployment claims and benefits	Correspondence regarding approval or denial of claims.	x	x		Lawson
Human Resources - Compensation	Salary Administration						6 years
Human Resources - Compensation	Salary Administration	Records related to determining and monitoring salary and deduction amounts.	Compensation System spreadsheet - Salary analysis and comparisons		x		Lawson
Human Resources - Compensation	Salary Administration		Records of determination of salary ranges, etc.		x		Lawson
Human Resources - Compensation	Salary Administration		Salary Review Authorizations		x		Lawson
Human Resources - Employee Records	Background Check						Termination + 6 years
Human Resources - Employee Records	Background Check	Consent forms for background checks and background check results	Background check reports for new hires	x	x		Lawson
Human Resources - Employee Records	Background Check		Signed employee release forms	x			
Human Resources - Employee Records	Employee Confidential File						Termination + 30 years
Human Resources - Employee Records	Employee Confidential File	Files containing confidential employee information, where separate files are required to ensure protection of nonpublic personal information	Documents covered by HIPAA privacy and security rules.	x	x		Lawson
Human Resources - Employee Records	Employee Confidential File		Employee health records	x	x		Lawson
Human Resources - Employee Records	Employee Confidential File		Life and accident insurance beneficiary forms	x	x		Lawson
Human Resources - Employee Records	Employee Confidential File		Medical enrollment forms, dependents, domestic partners and family	x	x		Lawson
Human Resources - Employee Records	Employee Payroll File						Termination + 30 years
Human Resources - Employee Records	Employee Payroll File	Employee payroll information, where kept separately from Employee Personnel File	Benefits invoice, direct deposit authorization,	x	x		Lawson
Human Resources - Employee Records	Employee Payroll File		Child Support records	x	x		Lawson
Human Resources - Employee Records	Employee Payroll File		Garnishments	x	x		Lawson
Human Resources - Employee Records	Employee Payroll File		Name, Social Security, or tax ID changes	x	x		Lawson
Human Resources - Employee Records	Employee Payroll File		Payroll deduction forms	x			
Human Resources - Employee Records	Employee Payroll File		Tax withholding forms	x			
Human Resources - Employee Records	Employee Payroll File		Employee Withholding W-2	x	x		Lawson

Sample Records Retention Schedule

Human Resources - Employee Records	Employee Personnel File					Termination + 6 years
Human Resources - Employee Records	Employee Personnel File	Employment forms and other paperwork -- not including confidential information that is kept in separate, protected files	Absence reports	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Application (if not protected information per HIPAA, DPA, etc.)	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Awards	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Bonus forms	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Departure confirmation documents	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Electronic data such as contact and compensation information contained	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Employee agreements/contracts	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Employee history	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Intern Program participant files, reports	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Job classifications	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Leave of Absence files, approvals, correspondence regarding disability	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Offer Letter	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Overtime reports	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Performance review forms	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Resignation letters	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Resume or CV	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Signed acknowledgement forms	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Termination file - Termination Checklist, Exit Interview	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Training certifications	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Vacation lists	x	x	Lawson
Human Resources - Employee Records	Employee Personnel File		Volunteer service (certification of hospital workers)	x	x	Lawson
Human Resources - Staffing & Recruiting	Employee Recruiting and Selection					2 years
Human Resources - Staffing & Recruiting	Employee Recruiting and Selection	Records of general nature related to personnel recruiting and selection	Applicant files, applications, CVs or resumes, interviews, testing records	x	x	Lawson
Human Resources - Staffing & Recruiting	Employee Recruiting and Selection		Personnel requisitions, success profiles / job descriptions, advertising,	x	x	Lawson
Human Resources - Staffing & Recruiting	Work permits / I-9 Audit Records					Termination + 6 years
Human Resources - Staffing & Recruiting	Work permits / I-9 Audit Records	Documents showing right to live and work in country	I-9 Forms	x	x	Lawson
Human Resources - Staffing & Recruiting	Work permits / I-9 Audit Records		Passport copy, visa information, residence and work permits.	x	x	Lawson
Human Resources - Education, Training & Development	Employee Education, Training and Development Programs					Termination + 6 years
Human Resources - Education, Training & Development	Employee Education, Training and Development Programs	Records related to employee, medical staff and volunteer education and training	Certifications	x	x	Lawson
Human Resources - Education, Training & Development	Employee Education, Training and Development Programs		Employee training requirements and records	x	x	Lawson
Human Resources - Education, Training & Development	Employee Education, Training and Development Programs		First Aid and CPR training records	x	x	Lawson
Human Resources - Education, Training & Development	Employee Education, Training and Development Programs		Seminars, education and training for topics including professional,	x	x	MS Office
Human Resources - Education, Training & Development	Employee Education, Training and Development Programs		Lunch and Learn training classes	x	x	MS Office
Human Resources - Education, Training & Development	Employee Education, Training and Development Programs		Training course materials	x	x	MS Office
Information Technology	Applications/ Documentation					2 years
Information Technology	Applications/ Documentation	Records related to the operation and maintenance of IT applications	Network logs	x		Word
Information Technology	Applications/ Documentation		Server logs	x		Word
Information Technology	Backup and business continuity data					Current
Information Technology	Critical application backup and business continuity	Data backups for system recovery and business continuity	Backup media for restoring critical applications and file shares	x		MS Office
Information Technology	General Backup and business continuity		Application Plans	x		MS Office
Information Technology	General Backup and business continuity		Backup media for restoring less-critical applications and file shares	x		MS Office
Information Technology	General Backup and business continuity		Disaster recovery and back up logs	x		MS Office
Information Technology	General Backup and business continuity		Disaster Recovery Site Plans	x		MS Office
Information Technology	IT management and operational records					6 years
Information Technology	IT management and operational records	Records related to the management of IT systems and applications	Change controls	x		MS Office
Information Technology	IT management and operational records		Electronic Communications & Computer Systems Use Policy	x		MS Office
Information Technology	IT management and operational records		Internet guidelines	x		MS Office
Information Technology	IT management and operational records		IT governance policies, procedures and guidelines	x		MS Office
Information Technology	IT management and operational records		Network and computer access records and logs	x		MS Office
Information Technology	IT management and operational records		Network and Telecommunications WAN documents	x		MS Office
Information Technology	IT management and operational records		Selection of outsourced applications and services	x		MS Office
Information Technology	IT management and operational records		Support plans, application test and deployment records	x		MS Office
Information Technology	IT management and operational records		Technical reference docs	x		MS Office
Information Technology	IT operations					1 year
Information Technology	IT operations	Records related to the daily operation of IT systems	Help desk operations, incident reports/service requests, change requests	x		Word
Information Technology	IT operations		24 Hour Logs	x		Word
Information Technology	IT operations		Communication logs	x		Word
Information Technology	Website content, external					5 years

Sample Records Retention Schedule

Information Technology	Website content, external	Public-facing website content	Web page posting history, including all posted content and records of			
Information Technology	Website content, external					
Operations - Cardiology	Cardiology Records					
Operations - Cardiology	Cardiology Records	Cardiology records related to department administration	Statistics and general data for outside databases (national, county, etc)	x	Web-based	
Operations - Cardiology	Cardiology Records	(not part of the legal health record)	Endoscopy snapshots	x x	Muse?	
Operations - Cardiology	Cardiology Records		Procedure video clips	x x		
Operations - Health Services	Admitting & Discharges					6 years
Operations - Health Services	Admitting & Discharges	Records related to the admission and discharge of patients	Admission and discharge reports	x x	Cerner	
Operations - Health Services	Admitting & Discharges		Condition of admission agreements	x x	Cerner	
Operations - Health Services	Admitting & Discharges		Emergency department transfer records	x x	Cerner	
Operations - Health Services	Admitting & Discharges		Listings	x x	Cerner	
Operations - Health Services	Admitting & Discharges		Registers	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)					
Operations - Health Services	Patient Medical Records (LHR)	Documentation of healthcare services provided to an individual by a healthcare provider organization	Admission records	x x	Cerner	Adults & emancipated minors -
Operations - Health Services	Patient Medical Records (LHR)		Advance directives	x x	Cerner	10 years
Operations - Health Services	Patient Medical Records (LHR)		Anesthesia reports	x x	Cerner	Minors - 25 years
Operations - Health Services	Patient Medical Records (LHR)		Autopsy reports	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Care plan	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Consent for treatment forms	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Consultation reports	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Discharge instructions	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Discharge summary	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Electrocardiograms, electroencephalograms, electromyograms	x x	Muse/Camtronics	
Operations - Health Services	Patient Medical Records (LHR)		Emergency department records	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Fetal heart monitoring strips	x x	OB Tracevue	
Operations - Health Services	Patient Medical Records (LHR)		Functional status assessment	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Graphic records	x x	Stentor	
Operations - Health Services	Patient Medical Records (LHR)		Immunization records	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Intake/output records	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Labor and delivery records	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Laboratory notes	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Medication orders	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Minimum data sets (MDS, OASIS, etc)	x x		
Operations - Health Services	Patient Medical Records (LHR)		Multidisciplinary progress notes / documentation	x x		
Operations - Health Services	Patient Medical Records (LHR)		Nursing assessment	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Operative and procedure reports	x x	Cerner/Surginet	
Operations - Health Services	Patient Medical Records (LHR)		Orders for diagnostic tests and diagnostic study results	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Pathology reports	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Patient identification information	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Patient-submitted documentation	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Problem list	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Psychiatric reports to State Health Dept	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Records of history and physical examination	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Requests for tests	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Selected waveforms for documentation purposes	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Social service confidential case histories	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Surgical records	x x	Cerner/Surginet	
Operations - Health Services	Patient Medical Records (LHR)		Telephone consultations	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Telephone orders	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Therapy reports - respiratory, physical, speech and occupational	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		Vital sign sheets	x x	Cerner	
Operations - Health Services	Patient Medical Records (LHR)		X-ray films & reports	x x	Stentor	
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy - General Records					6 years
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy	Records related to the administration and maintenance of the laboratory, imaging, and therapy departments.	Appointment books	x x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Cytology slides and cell blocks	x x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Equipment inspection, validation, calibration, repair and replacement	x x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Errors in test results	x x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Immunohematology records and reports	x x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Mammography quality assurance records	x x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Patient specimen test records	x x	Pathnet	
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Procedure methods; method of validation	x x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Quality control reports	x x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Refrigeration and blood inspection records	x x		

Sample Records Retention Schedule

Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Specimen Records	x	x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy - Patient-Related Records						Adults = 10, Minors = 25
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy	Lab & imaging records related to particular patients /	Blood / blood component disposition	x	x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy	blood donors	Blood donor histories	x	x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Blood transfusion records	x	x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Mammography files and reports	x	x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Pathology reports and slides	x	x	Pathnet	
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Video records of diagnostic tests	x	x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy - Registers & Reports						10 years
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy	Lab registers and reports	Cytology reports	x	x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Histopathology report	x	x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy		Registers (chronological of tests)	x	x		
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy - Radioisotopes						Indefinite
Operations - Laboratory, Imaging, & Therapy	Laboratory, Imaging, & Therapy	Records related to management of isotopes	Radioisotopes (receipt, transfer, use, storage, delivery, disposal, reports	x	x		
Operations - Nuclear Medicine	Nuclear Medicine Records - General						6 years
Operations - Nuclear Medicine	Nuclear Medicine Records	Records related to the administration and maintenance of	Calibration records	x	x	Excel?	3 years
Operations - Nuclear Medicine	Nuclear Medicine Records	the nuclear medicine department	Film body records	x	x	Stentor	6 years
Operations - Nuclear Medicine	Nuclear Medicine Records		Receipt and disposition of radiopharmaceuticals	x	x		6years
Operations - Nuclear Medicine	Nuclear Medicine Records		Utilization reports	x	x		
Operations - Nuclear Medicine	Nuclear Medicine Records - Radiation Exposure & Dosage Reports						Indefinite
Operations - Nuclear Medicine	Nuclear Medicine Records - Radiation	Records related to the exposure and dosage of nuclear	Exposure records	x	x		
Operations - Nuclear Medicine	Nuclear Medicine Records - Radiation medicine		Radiation dose records	x	x		
Operations - Nuclear Medicine	Nuclear Medicine Records - Radiation		Reports of overexposure	x	x		
Operations - Pharmacy	Pharmacy Records - General						3 years
Operations - Pharmacy	Pharmacy Records - General	Records related to the administration of the pharmacy	Controlled substances (dispensed and administered)	x	x	Omnicell, Pharmnet	
Operations - Pharmacy	Pharmacy Records - General		Controlled substances (inventory and orders)	x	x	Pharmnet	
Operations - Pharmacy	Pharmacy Records - General		Inspection reports by pharmacist of emergency drug supplies	x	x	Excel	
Operations - Pharmacy	Pharmacy Records - General		Methadone dispensing	x	x	Pharmnet	
Operations - Pharmacy	Pharmacy Records - General		Prescriptions	x	x	Pharmnet	
Operations - Pharmacy	Pharmacy Records - General		Recall records	x	x	Excel	
Operations - Pharmacy	Pharmacy Records - Sales & Acquisition						4 years
Operations - Pharmacy	Pharmacy Records - Sales & Acquisition	Records related to the sale & acquisition of	Records of sale, acquisition and disposition of drugs	x	x	Pharmnet	
Operations - Pharmacy	Pharmacy Records - Alcohol Records						6 years
Operations - Pharmacy	Pharmacy Records - Alcohol Records	Records related to alcohol	Alcohol (tax-free) inventory and others	x	x	Pharmnet	
Operations - Respiratory	Respiratory Records - General						6 years
Operations - Respiratory	Respiratory Records - General	Records related to the administration and maintenance of	Ventilator reports	x	x	Unknown	
Operations - Respiratory	Respiratory Records - General	the respiratory department	Medication administration record	x		Unknown	
Operations - Respiratory	Respiratory Records - Tests						Adults= 10, Minors=25
Operations - Respiratory	Respiratory Records - Tests	Records related to respiratory tests	Pulmonary function tests	x	x	Unknown	
Operations - Respiratory	Respiratory Records - Tests		Oximetry and apnea tests	x	x	Unknown	
Risk Management	Compliance / Risk Management Reports						Indefinite
Risk Management	Compliance / Risk Management	Risk management reports not covered elsewhere	Medical Fraud Abuse	x	x	MS Office	
Risk Management	Compliance / Risk Management		Risk Management Reports	x	x	MS Office	
Risk Management	Environmental Health & Safety						Indefinite
Risk Management	Environmental Health & Safety	Statutory records related to the health and safety of the	HazMat Management Reports	x	x	MS Office	
Risk Management	Environmental Health & Safety	hospital premises	Toxic Control Reports	x	x	MS Office	
Risk Management	Environmental Health & Safety		Emergency Action plans	x	x	MS Office	
Risk Management	Environmental Health & Safety		Hazardous substance documentation	x	x	MS Office	
Risk Management	Environmental Health & Safety		Industrial Accident and Injury reports	x	x	MS Office	
Risk Management	Environmental Health & Safety		Industrial Hygiene Monitoring	x	x	MS Office	
Risk Management	Environmental Health & Safety		Programs and procedures	x	x	MS Office	
Risk Management	Environmental Health & Safety		Safety Training Records	x	x	MS Office	
Risk Management	Environmental Health & Safety		Biohazardous Waste & Decontamination Reports	x	x	MS Office	

Sample Records Retention Schedule

Risk Management	Environmental Health & Safety		Sterilization Reports	x	x		MS Office
Risk Management	Infection Control - General						3 years
Risk Management	Infection Control - General	Records related to the management of hospital infections	Education materials & presentations	x	x		MS Office
Risk Management	Infection Control - General		Communicable disease reports to CDPH	x	x		MS Office
Risk Management	Infection Control - Data & Reports						Indefinite
Risk Management	Infection Control - Data & Reports	Records related to reporting of hospital infections	Data & statistics	x	x		MS Office
Risk Management	Infection Control - Data & Reports		Survey reports	x	x		MS Office
Risk Management - Insurance	Insurance - Professional Liability						Indefinite
Risk Management - Insurance	Insurance - Professional Liability	Insurance records	Insurance certificates	x			
Risk Management - Insurance	Insurance - Professional Liability		Insurance applications, policies, amendments, riders, proof of payment,	x			
Risk Management - Insurance	Insurance - Professional Liability		Policy renewal documentation.	x			
Risk Management - Insurance	Insurance - Professional Liability		Correspondence with agent / brokers	x		x	Outlook
Risk Management - Insurance	Insurance - Property						Indefinite
Risk Management - Insurance	Insurance - Property	Insurance records	Insurance applications, policies, amendments, riders, proof of payment,	x			
Risk Management - Insurance	Insurance - Property		Loss control reports by location	x			
Risk Management - Insurance	Insurance - Property		Loss review reports.	x			
Risk Management - Insurance	Insurance - Property		Correspondence with agent / brokers			x	Outlook
Risk Management - Insurance	Insurance - Workers Comp						Indefinite
Risk Management - Insurance	Insurance - Workers Comp	Insurance records	Insurance certificates	x			
Risk Management - Insurance	Insurance - Workers Comp		Insurance applications, policies and amendments	x			
Risk Management - Insurance	Insurance - Workers Comp		Policy renewal documentation.	x			
Risk Management - Insurance	Insurance - Workers Comp		Correspondence with agent / brokers	x		x	Outlook
Risk Management - Insurance	Insurance - Workers Comp		Workers comp claims	x			
Risk Management - Insurance	Insurance - Medical Malpractice						Indefinite
Risk Management - Insurance	Insurance - Medical Malpractice	Insurance records	Insurance certificates	x			
Risk Management - Insurance	Insurance - Medical Malpractice		Insurance applications, policies and amendments	x			
Risk Management - Insurance	Insurance - Medical Malpractice		Policy renewal documentation.	x			
Risk Management - Insurance	Insurance - Medical Malpractice		Correspondence with agent / brokers	x		x	Outlook
Risk Management - Insurance	Insurance - Medical Malpractice		Malpractice claims	x			
Risk Management - Insurance	Insurance - Automobile						Indefinite
Risk Management - Insurance	Insurance - Automobile	Insurance records	Insurance certificates	x			
Risk Management - Insurance	Insurance - Automobile		Insurance applications, policies and amendments	x			
Risk Management - Insurance	Insurance - Automobile		Policy renewal documentation.	x			
Risk Management - Insurance	Insurance - Automobile		Correspondence with brokers	x		x	Outlook
Risk Management - Litigation	Litigation Records						Close + 5 years
Risk Management - Litigation	Litigation Records	Records related to potential and pending litigation matters	Depositions	x			
Risk Management - Litigation	Litigation Records		Legal Correspondence	x		x	Outlook
Risk Management - Litigation	Litigation Records		Discovery, attorney work-products, legal opinions, transcripts, exhibits,	x			
Risk Management - Litigation	Litigation Records		Final judgments, settlements, and court orders	x			
Risk Management - Litigation	Litigation Records		Case Filings / Pleadings	x			
Risk Management - Litigation	Investigative records						10 years
Risk Management - Litigation	Investigative records	Investigation records related to potential and/or pending litigation	Investigation notes	x	x		Word
Risk Management - Litigation	Investigative records		Investigation interviews	x	x		Word
Risk Management - Litigation	Investigative records		Photos & video	x	x		
Risk Management - Patient Safety	Patient Safety						10 years
Risk Management - Patient Safety	Patient Safety	Records related to the recording and reporting of patient safety matters	Incident reports	x	x	x	MS Office
Risk Management - Patient Safety	Patient Safety		Action plans	x	x		MS Office
Risk Management - Patient Safety	Patient Safety		Evidence & research	x	x	x	MS Office
Risk Management - Patient Safety	Patient Safety		Presentations and supporting data	x	x		MS Office
Risk Management - Performance	Performance Improvement - Reports						10 years
Risk Management - Performance	Performance Improvement - Reports	Reports related to process and performance improvement	Incident reports	x	x		MS Office
Risk Management - Performance	Performance Improvement - Reports		Adverse event reports	x	x	x	MS Office
Risk Management - Performance	Performance Improvement - Physical Records						Indefinite
Risk Management - Performance	Performance Improvement - Physical	Records related to physician performance improvement	Physician peer reviews	x	x		MedStaff
Risk Management - Performance	Performance Improvement - Physical		Annual physician profiles	x	x		MedStaff