

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No. 2424 – 12**

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**Agency**  
Department of Public Safety and Correctional Services

**Division/Unit**  
Division of Correction

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
I.	<p><b>This schedule supersedes Schedule No. 1406 – 12.</b></p> <p><b><u>INMATE HEALTH CARE:</u></b></p> <p><b>INMATE MEDICAL RECORDS:</b> Medical forms, reports and other materials on inmate medical information, emergency treatment (after regular hours), treatment plans, sick call requests, physician's orders, etc.</p> <p><b>A. Section I: Identification/Prescription</b></p> <ol style="list-style-type: none"> <li>1. Inmate ID Sheet</li> <li>2. Medical Staff Signature Sheet</li> <li>3. Medication Order Sheet</li> </ol> <p><b>B. Section II: General Status</b></p> <ol style="list-style-type: none"> <li>1. Progress notes</li> <li>2. Medication sheet</li> <li>3. Intake histories and physicals</li> <li>4. Periodic histories and physicals</li> <li>5. Transfer sheets</li> <li>6. Exit medical record review summaries</li> <li>7. Continuity of Care</li> </ol> <p><b>C. Section III: Tests and Reports</b></p> <ol style="list-style-type: none"> <li>1. Lab tests</li> <li>2. Radiology reports</li> <li>3. Diagnostic reports</li> </ol>	<p>Retain two (2) years after inmate is released, then send to State Records Center for thirteen (13) years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.  
 Date 6/5/08  
 Signature J. Michael Stouffer  
 Typed Name J. Michael Stouffer  
 Title Commissioner

Schedule Authorized by State Archivist  
 Date 31 Jan 09  
 Signature [Signature]



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Item No.	Description	Retention
II. (cont'd)	<b>QUALITY ASSURANCE SERIES (cont'd):</b> G. Procedural Manuals H. Audits I. Reports J. Occupational Health	Retain two (2) years, then send to the State Records Center thirteen (13) years, then destroy.
III.	<b>MEDICAL CONTACT SERIES:</b> A. Medical Contractors (e.g. Basil, PHP, CMS) B. Statistics C. Community Hospitals D. Dental Contracts	Retain two (2) years, then send to the State Records Center thirteen (13) years, then destroy.
IV.	<b>BUDGET SERIES:</b> A. Supplemental Budget requests B. Equipment C. Purchases D. Hospital Billing	Retain two (2) years, then send to the State Records Center thirteen (13) years, then destroy.
V.	<b>RESEARCH FILES SERIES:</b> A. Papers B. Nutrition	Permanent records to be periodically transferred to the State Archives

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VI.	<p><b>MEDICAL STATISTICAL REPORTS SERIES:</b></p> <ul style="list-style-type: none"> <li>A. Monthly Medical Statistics</li> <li>B. Monthly Record – Inpatient Days</li> <li>C. Monthly Recording of Population Count</li> <li>D. Monthly Report of Number of Inmates Seen in On-Site Clinics</li> <li>E. Monthly Report of Inmates Seen in Off-Site Clinics</li> </ul>	<p>Retain two (2) years, then send to the State Records Center thirteen (13) years, then destroy.</p>
VII.	<p><b>INMATE MENTAL HEALTH RECORDS:</b> Psychiatric and psychological reports, and other medical information.</p> <ul style="list-style-type: none"> <li>A. Front Cover Inmate's name and number displayed for each access and filing, by inmate identification number or last name.</li> <li>B. Section I: Open Chart <ul style="list-style-type: none"> <li>1. Admission/discharge checklist</li> <li>2. Patient (Inmate) consent</li> <li>3. Staff signature documentation</li> </ul> </li> <li>C. Section II: Admission Status <ul style="list-style-type: none"> <li>1. Psychiatrist admission note</li> <li>2. Psychologist admission note</li> <li>3. Initial nursing assessment</li> <li>4. Occupational therapists' assessment</li> <li>5. Psychological testing results</li> </ul> </li> </ul>	<p>Retain two (2) years, then send to the State Records Center thirteen (13) years, then destroy.</p>

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<p>VII. (cont'd)</p>	<p>INMATE MENTAL HEALTH RECORDS (cont'd):</p> <p>D. Section III: Orders</p> <ol style="list-style-type: none"> <li>1. Physician orders sheets</li> <li>2. Mental Health Unit order forms</li> </ol> <p>E. Section IV: Rehab and Therapy</p> <ol style="list-style-type: none"> <li>1. Individual treatment plan</li> <li>2. Other rehab forms</li> </ol> <p>F. Section V: Progress Notes</p> <ol style="list-style-type: none"> <li>1. Nurses' notes</li> <li>2. Psychiatrists notes</li> <li>3. Psychologists notes</li> </ol> <p>G. Section VI: Special Reports</p> <ol style="list-style-type: none"> <li>1. Lab Reports</li> <li>2. Consultants</li> </ol> <p>H. Section VII: Other Status Reports</p> <ol style="list-style-type: none"> <li>1. Seclusion/observation monitoring</li> <li>2. Flow charts</li> <li>3. Activity reports</li> </ol> <p>I. Section VIII: Treatment Records</p> <ol style="list-style-type: none"> <li>1. Medication administration records</li> <li>2. Abnormal involuntary movement scale</li> </ol>	<p>Retain two (2) years, then send to State Records Center thirteen (13) years, then destroy.</p>

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<p>VII. (cont'd)</p>	<p>INMATE MENTAL HEALTH RECORDS (cont'd):</p> <p>J. Section IX: History and Physical</p> <ol style="list-style-type: none"> <li>1. Medical history</li> <li>2. Physical examination form</li> <li>3. Transfer chart review forms</li> </ol> <p>K. Section X: Miscellaneous Records</p> <ol style="list-style-type: none"> <li>1. Prior discharge summaries</li> <li>2. Prior treatment records</li> <li>3. Security and disciplinary information</li> <li>4. Inmate's consent to release information</li> <li>5. Chart audit forms</li> <li>6. Letters written by inmates to staff</li> </ol>	<p>Retain two (2) years, then send to State Records Center thirteen (13) years, then destroy.</p>