DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No. 2424 – 12	
REC	CORDS RETENTION AND DISP		Page 1 of 6
Agency	at of Dublic Cofety and Competing		Division/Unit
ltem	nt of Public Safety and Correction		Division of Correction
No.	Descript	ion	Retention
	This schedule supersedes Sche	dule No. 1406 – 12.	
	INMATE HEALTH CARE:		
Ι.	INMATE MEDICAL RECORDS: Medical forms, reports and other materials on inmate medical information, emergency treatment (after regular hours), treatment plans, sick call requests, physician's orders, etc.		
	A. Section I: Identification/Pres	scription	Retain two (2) years after
	<ol> <li>Inmate ID Sheet</li> <li>Medical Staff Signature S</li> <li>Medication Order Sheet</li> </ol>	•	inmate is released, then send to State Records Center for thirteen (13) years, then destroy.
	B. Section II: General Status		years, their destroy.
	<ol> <li>Progress notes</li> <li>Medication sheet</li> <li>Intake histories and physion</li> <li>Periodic histories and physion</li> <li>Transfer sheets</li> <li>Exit medical record reviee</li> <li>Continuity of Care</li> </ol>	ysicals	
	C. Section III: Tests and Repor	ts	
	<ol> <li>Lab tests</li> <li>Radiology reports</li> <li>Diagnostic reports</li> </ol>		
Schedule Approved by Department, Agency, or Division Representative.		Schedule Authorized by Sta	ate Archivist
Date	6/5/08	Date31 No	in 09
Signature	J. Wickael Starfly		
Typed Nam	ne J. Michael Stouffer	Signature	Ic/ genfu
Title	Commissioner		<i>y</i>

#### **DEPARTMENT OF GENERAL SERVICES** Schedule No. 2424 – 12 RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE Page 2 of 6 (Continuation Sheet) Agency Division/Unit Department of Public Safety and Correctional Services **Division of Correction** ltem **Description** Retention No. I. INMATE MEDICAL RECORDS (cont'd): (cont'd) D. Section IV: Inpatient Days Retain two (2) years after inmate is released, then 1. Admission histories and physicals send to State Records 2. Other inpatient records and charts Center for thirteen (13) E. Section V: Clinical years, then destroy. 1. Consults (both on and off-site) 2. Specialty clinics 3. Psychiatry 4. Dental 5. Optometry 6. Dietary F. Section VI: Miscellaneous Correspondence Retain three (3) years 1. Refusal sheets and until audit all 2. Excuse from Work Sheet requirements are met. 3. Requests to Security then destroy. 4. Legal correspondence 5. Receipts for equipment/prosthesis 6. Copies of various requests 7. Medical Alert forms 8. Concerns of Managing Officers 9. Consultant II. **QUALITY ASSURANCE SERIES:** Retain two (2) years, A. Interdepartmental Memos then send to State B. Pharmacy Services Records Center thirteen C. Rehabilitation Programs (13) years, then destroy D. Basic Health Services E. Policy Review F. Survey Responses

**DGS 550-1A** 

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Department of Public Safety and Correctional Services

**Division/Unit**Division of Correction

Item No.	Description	Retention	
II. (cont'd)	QUALITY ASSURANCE SERIES (cont'd):  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.	MEDICAL CONTACT SERIES: 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.	BUDGET SERIES: 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.	RESEARCH FILES SERIES: A. Papers B. Nutrition	Permanent records to be periodically transferred to the State Archives	

**DGS 550-1A** 

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Item **Description** Retention No. VI. MEDICAL STATISTICAL REPORTS SERIES: Retain two (2) years, A. Monthly Medical Statistics then send to the State B. Monthly Record – Inpatient Days Records Center thirteen C. Monthly Recording of Population Count (13) years, then destroy. D. Monthly Report of Number of Inmates Seen in **On-Site Clinics** E. Monthly Report of Inmates Seen in Off-Site Clinics VII. INMATE MENTAL HEALTH RECORDS: Psychiatric and psychological reports, and other medical information. A. Front Cover Retain two (2) years, then send to the State Inmate's name and number displayed for each access and filing, by inmate identification number or last Records Center thirteen (13) years, then destroy. name. B. Section I: Open Chart 1. Admission/discharge checklist 2. Patient (Inmate) consent 3. Staff signature documentation C. Section II: Admission Status 1. Psychiatrist admission note 2. Psychologist admission note 3. Initial nursing assessment 4. Occupational therapists' assessment 5. Psychological testing results

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(Continuation Sheet)			
Agency Department of Public Safety and Correctional Services		<b>Division/Unit</b> Division of Correction	
Item No.	Description	Retention	
VII. (cont'd)	INMATE MENTAL HEALTH RECORDS (cont'd):  D. Section III: Orders  1. Physician orders sheets 2. Mental Health Unit order forms  E. Section IV: Rehab and Therapy 1. Individual treatment plan 2. Other rehab forms  F. Section V: Progress Notes 1. Nurses' notes 2. Psychiatrists notes 3. Psychologists notes  G. Section VI: Special Reports 1. Lab Reports 2. Consultants  H. Section VII: Other Status Reports 1. Seclusion/observation monitoring 2. Flow charts 3. Activity reports  I. Section VIII: Treatment Records 1. Medication administration records 2. Abnormal involuntary movement scale	Retain two (2) years, then send to State Records Center thirteen (13) years, then destroy.	

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Item No.	Description	Retention
	INMATE MENTAL HEALTH RECORDS (cont'd):  J. Section IX: History and Physical  1. Medical history  2. Physical examination form  3. Transfer chart review forms  K. Section X: Miscellaneous Records  1. Prior discharge summaries  2. Prior treatment records  3. Security and disciplinary information  4. Inmate's consent to release information  5. Chart audit forms  6. Letters written by inmates to staff	Retain two (2) years, then send to State Records Center thirteen (13) years, then destroy.