

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2424 – 12 Page 1 of 6
Agency Department of Public Safety and Correctional Services		Division/Unit Division of Correction
Item No.	Description	Retention
I.	<p>This schedule supersedes Schedule No. 1406 – 12.</p> <p><u>INMATE HEALTH CARE:</u></p> <p>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.</p> <p>A. Section I: Identification/Prescription</p> <ol style="list-style-type: none"> 1. Inmate ID Sheet 2. Medical Staff Signature Sheet 3. Medication Order Sheet <p>B. Section II: General Status</p> <ol style="list-style-type: none"> 1. Progress notes 2. Medication sheet 3. Intake histories and physicals 4. Periodic histories and physicals 5. Transfer sheets 6. Exit medical record review summaries 7. Continuity of Care <p>C. Section III: Tests and Reports</p> <ol style="list-style-type: none"> 1. Lab tests 2. Radiology reports 3. Diagnostic reports 	Retain two (2) years after inmate is released, then send to State Records Center for thirteen (13) years, then destroy.
Schedule Approved by Department, Agency, or Division Representative. Date <u>6/5/08</u> Signature <u>J. Michael Stouffer</u> Typed Name <u>J. Michael Stouffer</u> Title <u>Commissioner</u>		Schedule Authorized by State Archivist Date <u>31 Jan 09</u> Signature <u>Edward C. Luper</u>

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I. (cont'd)	<p>INMATE MEDICAL RECORDS (cont'd):</p> <p>D. Section IV: Inpatient Days</p> <ol style="list-style-type: none"> 1. Admission histories and physicals 2. Other inpatient records and charts <p>E. Section V: Clinical</p> <ol style="list-style-type: none"> 1. Consults (both on and off-site) 2. Specialty clinics 3. Psychiatry 4. Dental 5. Optometry 6. Dietary <p>F. Section VI: Miscellaneous Correspondence</p> <ol style="list-style-type: none"> 1. Refusal sheets 2. Excuse from Work Sheet 3. Requests to Security 4. Legal correspondence 5. Receipts for equipment/prosthesis 6. Copies of various requests 7. Medical Alert forms 8. Concerns of Managing Officers 9. Consultant 	<p>Retain two (2) years after inmate is released, then send to State Records Center for thirteen (13) years, then destroy.</p> <p>Retain three (3) years and until all audit requirements are met, then destroy.</p>
II.	<p>QUALITY ASSURANCE SERIES:</p> <ol style="list-style-type: none"> A. Interdepartmental Memos B. Pharmacy Services C. Rehabilitation Programs D. Basic Health Services E. Policy Review F. Survey Responses 	<p>Retain two (2) years, then send to State Records Center thirteen (13) years, then destroy</p>

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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

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VI.	MEDICAL STATISTICAL REPORTS SERIES: A. Monthly Medical Statistics B. Monthly Record – Inpatient Days C. Monthly Recording of Population Count D. Monthly Report of Number of Inmates Seen in On-Site Clinics E. Monthly Report of Inmates Seen in Off-Site Clinics	Retain two (2) years, then send to the State Records Center thirteen (13) years, then destroy.
VII.	INMATE MENTAL HEALTH RECORDS: Psychiatric and psychological reports, and other medical information. A. Front Cover Inmate's name and number displayed for each access and filing, by inmate identification number or last 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	Retain two (2) years, then send to the State Records Center thirteen (13) years, then destroy.

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VII. (cont'd)	<p>INMATE MENTAL HEALTH RECORDS (cont'd):</p> <p>D. Section III: Orders</p> <ol style="list-style-type: none"> 1. Physician orders sheets 2. Mental Health Unit order forms <p>E. Section IV: Rehab and Therapy</p> <ol style="list-style-type: none"> 1. Individual treatment plan 2. Other rehab forms <p>F. Section V: Progress Notes</p> <ol style="list-style-type: none"> 1. Nurses' notes 2. Psychiatrists notes 3. Psychologists notes <p>G. Section VI: Special Reports</p> <ol style="list-style-type: none"> 1. Lab Reports 2. Consultants <p>H. Section VII: Other Status Reports</p> <ol style="list-style-type: none"> 1. Seclusion/observation monitoring 2. Flow charts 3. Activity reports <p>I. Section VIII: Treatment Records</p> <ol style="list-style-type: none"> 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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VII. (cont'd)	<p>INMATE MENTAL HEALTH RECORDS (cont'd):</p> <p>J. Section IX: History and Physical</p> <ol style="list-style-type: none"> 1. Medical history 2. Physical examination form 3. Transfer chart review forms <p>K. Section X: Miscellaneous Records</p> <ol style="list-style-type: none"> 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.

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